



## REQUEST FOR INTERDISTRICT TRANSFER

Transfer from one district to another district  
**Interdistrict transfers MUST be renewed annually**  
**School Year: 20\_\_\_\_\_ - 20\_\_\_\_\_**  
**Please Complete One Form Per Child**

Roseville City School District Use Only

Is your child receiving SPECIAL EDUCATION or other services? If so, which services (*Please check one or more*)

☐ Special Day Class ☐ Resource Specialist ☐ Speech & Language ☐ Adaptive Phys. Ed. ☐ 504 Plan ☐ Other \_\_\_\_\_

☐ New Applicant

☐ Renewal

☐ Placer County Schools

☐ Out of Placer County

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_  
(For school year requested)

Physical Address \_\_\_\_\_  
Street City Zip

Mailing Address \_\_\_\_\_  
Street/PO Box City Zip

Parent/Guardian Address (if different from above) \_\_\_\_\_

Parent/Guardian Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Other \_\_\_\_\_

Resident District ROSEVILLE CITY SCHOOL DISTRICT (RCSD) School \_\_\_\_\_

Requested District \_\_\_\_\_ School \_\_\_\_\_

Interdistrict requests may be approved for the following reasons:

☐ Currently enrolled at school in another district (**Renewal Only**)

☐ When the student has a sibling(s) attending same school in another district. (**Attach documentation**)

☐ To participate in a specialized core academic program not offered in RCSD and taught by a credentialed teacher. (**Attach documentation**)

☐ Child Care within requested boundaries (**Attach documentation**)

☐ Employment within requested boundaries (**Attach supportive documentation**)

☐ To allow a student to continue in current school **for remainder of current school year** when parents/guardians have moved into RCSD.

### Terms and Conditions/Standards

1. This application form must be submitted by any deadline established in each district's policy/regulation. Failure to submit an application by this deadline is good cause for denial.
2. Any false or misleading information provided to support a request may be grounds to deny, revoke or not renew a permit.
3. The terms and conditions to approve or deny an initial request are included in the board policy/regulation of each district but may include space availability, enrolling siblings in the same district and/or allowing students to complete a school year. The decision whether to approve or deny an initial request will be made by each district in accordance with its policy/regulation.
4. Interdistrict transfer students must annually reapply to both districts. The re-application must be approved by both districts in order for students to continue attending school in the district of enrollment.
5. The standards for reapplication are included in the board policy/regulation of each district but may include space availability, district resources, and the enrollment and/or participation in the requested educational program. The decision to renew an existing permit will be made by each district in accordance with its policy/regulation.
6. The terms and conditions for revocation of an existing permit are included in the board policy/regulation of each district but may include violation of district and/or school rules, and/or this agreement may be revoked if student is not making adequate academic progress, attending school on a regular basis and maintaining a positive disciplinary record. Any decision to revoke a permit may be made by each district in accordance with its policy/regulation.
7. Transportation to and from school is the responsibility of the parent/guardian.
8. Student athletes must check the CIF eligibility rules before submitting their application.
9. No financial obligation shall be incurred by the district of residence for services rendered under this permit.

***Upon the full execution of this application form, the terms and conditions/standards listed in 1-9 above will form the interdistrict attendance agreement between the districts.***

Is this student currently under an expulsion order? ☐ Yes ☐ No (If yes, from which school/district?) \_\_\_\_\_

PROVIDING ANY FALSE INFORMATION ON THIS FORM MAY INVALIDATE THIS REQUEST  
FAILURE TO SUBMIT ALL REQUIRED DOCUMENTS WILL RESULT IN DENIAL OF THIS REQUEST

Parent/Guardian (Print name)

Parent/Guardian (Signature)

Date

For Roseville City School District Office Use Only

☐ Granted ☐ Denied Due To: \_\_\_\_\_

Roseville City School District Superintendent Signature

Date

For Requested District Office Use Only

☐ Granted ☐ Denied Due To: \_\_\_\_\_

Requested District Superintendent Signature

Date



Roseville City School District  
1050 Main Street  
Roseville, CA 95678  
916-771-1600

## INTERDISTRICT TRANSFERS

### Outgoing Interdistrict Transfer Process

*Interdistrict transfers **MUST** be renewed annually*

Please make sure to include all required documents listed below with your request for interdistrict transfer. **NOTE: Failure to submit all of the required documents will result in the denial of your interdistrict transfer.**

REASON FOR REQUEST	WRITTEN VERIFICATION REQUIRED
When the student has a sibling attending same school in the receiving district	Name of sibling & verification from school the sibling is attending
When there is interest in a particular specialized core academic program that is taught by a credentialed teacher and not offered in the RCSD's regular day curriculum ( <i>Does not include extracurricular programs outside of the regular day curriculum</i> )	Acceptance letter from the specialized academic program
To meet the child care needs of a student	Name, phone number and address of school/business on official letterhead. If provider is not a school or business, provide name, phone number and address on notarized letter.
When the parent is employed in the district's attendance boundaries	Letter from the parent's/guardian's employer
To allow a student to continue in current school for remainder of current school year when parents/guardians have moved	Verification student currently enrolled in requested district/school.

### **APPROVALS:**

Once the interdistrict transfer request is signed and the student is released from the district, you will **not** be notified by the Roseville City School District. It is up to the requested district to notify you once a decision has been made on their end.

### **DENIALS:**

A notification will be mailed to the parent/guardian if the request has been denied. The appeal process will be outlined in the letter.

**By signing this you acknowledge that you have read the above information and failure to submit all of the required documents will result in the denial of your interdistrict transfer.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_