



Roseville City School District
1050 Main Street
Roseville, CA 95678
Phone: (916) 771-1600

Inter (Incoming/Outgoing) and Intra-District Transfers

Inter-District Transfers must be renewed annually

PER THE [INTER-INTRA TRANSFER AGREEMENT](#), A VALID TRANSFER REASON MUST BE ONE OF THE OPTIONS BELOW.

Please attach the required documentation listed below to your transfer application. Failure to submit the required documents can result in a denial of your transfer request.

*****All incoming Inter-district transfer requests must include attendance record, report card and behavioral report.*****

REASON FOR REQUEST	DOCUMENTS REQUIRED
Currently enrolled at the requested school/district	Verification of student's current enrollment at the requested school/district. The verification should include the student's name, grade, school year, and school site.
Child Care is within requested school/district boundaries	If child care is a school/business: a dated letter with an official letterhead stating that the student is enrolled. The letter must include the school or business's name, phone number and address.
	If child care is not a school/business: a dated and notarized letter from the child care provider stating that the student is in their care. The letter must include the provider's name, phone number and address.
Employment is within requested school/district boundaries	A dated letter from the employer with physical address of the work location (ex: paystub or letter from supervisor).
Core academic program not offered at resident school/district Program must be taught by a credentialed teacher and cannot include extracurricular programs outside of the regular day curriculum	An acceptance letter from the specialized academic program.
Sibling attends the same school in the requested district	The sibling's verification of enrollment from the school the sibling attends.
Recommended by SARB or Social Services	Documentation from SARB or Social Services stating the recommendation.
Moving to requested school boundaries/district after school starts	Signed documentation of the new address (rental agreement, purchase agreement, etc.).

Approvals:

Outgoing inter-district transfers: if the student is released from RCSD, 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.

Intra-district and Incoming inter-district transfers: if approved, RCSD will notify you. Click [here](#) for a list of schools that are not accepting transfers.

Denials:

ALL transfers: A notification will be emailed to the parent/guardian if the request has been denied. Parents/guardians may appeal in writing to the Superintendent or designee. The appeal process will be outlined in the letter.

RCSD [Administrative Regulation](#): Inter-District Transfers

RCSD [Administrative Regulation](#): Intra-District Transfers

RCSD [Board Policy](#) regarding Inter-District Transfers

RCSD [Board Policy](#) regarding Intra-District Transfers