



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
<b>Currently enrolled at the requested school</b>	Verification of student's current enrollment at the requested school which includes: student name, grade, school year, and school site.
<b>Child Care is within requested school boundaries</b>	<p><b>If child care is a school/business:</b> a dated letter with an official letterhead confirming student enrollment. Must include the school/business name, number and address. <i>The childcare address must be within the boundaries of the requested school.</i></p> <p><b>If child care is not a school/business:</b> a dated and <b>notarized</b> letter from the child care provider. <b>The letter</b> must include the provider's name, phone number and address. <i>The childcare address must be within the boundaries of the requested school.</i></p>
<b>Employment is within requested school boundaries</b>	A dated letter from the employer with the address of the work location. <i>The employment address must be within the boundaries of the requested school.</i>
<b>Core academic program not offered at resident school</b> Must be taught by a credentialed teacher. Cannot include extracurriculars outside of the regular day curriculum	An acceptance letter from the specialized academic program.
<b>Sibling attends <u>the same school</u> in the requested district</b>	The sibling's verification of enrollment of where they <u>currently attend</u> AND will <u>continue to attend next year</u> .
<b>Recommended by SARB or Social Services</b>	Documentation from SARB or Social Services stating the recommendation.
<b>Moving to requested school boundaries after school starts</b>	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