



Outgoing Interdistrict Transfer Process

As a parent, the education of your child is of primary importance. We share this commitment to your child's education. We are confident that we have programs that can meet your child's needs. Interdistrict Transfers out of Twin Rivers Unified School District are currently on hold and applications are being reviewed on a case by case basis. Students will only be released from our district for specific reasons spelled out in Board Policy 5117. According to our board policy, students *may* be released for the following reasons:

- The student is enrolled in or accepted in an academic program not available within Twin Rivers
- The childcare needs of the student cannot be met at the home school or at another school in Twin Rivers
- To meet the child's special mental or physical health needs as certified by a physician, school psychologist or other school personnel
- To allow a student to complete a school year when the parent has moved out of the district during the school year
- To let high school seniors attend the same school they attended as juniors
- When recommended by the School Attendance Review Board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence.

If you feel your child's circumstances meet the criteria above, please submit the following documentation:

1. Completed Interdistrict Transfer Application
2. Completed survey explaining your request for a transfer
3. Current transcript or report card for your child
4. Documentation that your child is enrolled in or accepted in an academic program that Twin Rivers does not offer
5. Supporting documentation of why a transfer is necessary
6. Copy of IEP (if applicable)
7. After August 24th, families will be asked to visit their home school to discuss any concerns with administration from that site. The person you meet with will complete the School Visit Form and fax it back to our office.

It is important to submit the requests for siblings together so that we can take that into account as the decision to approve or deny is made. Parents will receive notice **by mail** of the district's decision to approve or deny the transfer request within three weeks of the date the completed packet was received by our Department. If we approve your transfer request, we will then send it to the district you are requesting and they can approve or deny your request. The process can take up to a month between the two school districts. Your student needs to be enrolled in school during this time. We will work with you to find a school that will meet your child's and family's needs.

Sincerely,

Kate Bishop-Hazarian
Director of Family and Community Involvement

Interdistrict Transfer Questionnaire For Outgoing Transfer Requests

This questionnaire should be turned in with your Interdistrict Transfer application and supporting documentation. It will be used to make a decision regarding your transfer request and in the cases of outgoing transfer requests, help find a Twin Rivers educational option for your student should the transfer request be denied.

Student Name: _____	09/10 Grade: _____
Student Name: _____	09/10 Grade: _____
Student Name: _____	09/10 Grade: _____
Student Name: _____	09/10 Grade: _____
Parent Name: _____	Phone: _____

Why are you requesting a transfer for the 2009-2010 school year? _____

We offer many childcare options in our elementary schools. If childcare is the reason for your request, please explain your childcare needs and the hours it is needed. If it is a family member providing care, please indicate who is providing this care. _____

If your transfer request is denied by either school district, would your home school in Twin Rivers meet your child's needs or would you like a transfer within our district to another Twin River's school? If so, which school are you interested in and why?

Twin Rivers is working to offer our families the programs and services you desire for your child(ren). Do you have any suggestions that you'd like to offer us? _____

Thank you for taking the time to complete this survey!