

Turlock Unified School District

INTRA-DISTRICT TRANSFER REQUEST (GRADES 9-12)

Intra-District Transfer Period: December 1st – January 31st

Requests received on or after February 1st will be placed on a waitlist

Instructions for completing the application:

Please complete the following steps:

- a. Parent to complete and sign the attached Intra-District Transfer Request. In order to ensure that priorities for enrollment in district schools are implemented in accordance with law. Applications for Intra-District transfers shall be submitted between December 1st and January 31st of the school year proceeding the school year for which the transfer is requested.
- b. The transfer request and all supporting materials must be completed and submitted to the Office of Student Services, 1574 Canal Drive, Room WW1, Turlock, CA. Applications will not be accepted at school sites.
- c. If there are more requests for a particular school than spaces available, a random drawing shall be held from the applicant pool. A waiting list shall be established to indicant the order in which applicants may be accepted if openings occur during the year.
- d. In all cases, the burden of establishing the merit of the request for transfer rests with the student.
- e. Any falsification of information or any withheld information may result in denial of the intra-district request or the revocation of the intra-district privileges.
- f. A written response to your request will be emailed according to the order in which it was received and such responses will occur by the end of February after the close of the Intra-District Transfer period.
- g. The request shall be approved by the Director of Student Services and the requested school.
- h. Once enrolled, a student shall not be required to reapply for readmission. However, the student may be subject to displacement due to excessive enrollment.
- i. Once an Intra-District Transfer is approved, it will remain in effect for the remainder of the student's high school years in Turlock Unified School District, but can **be revoked for failure to maintain satisfactory grades (2.0 GPA and no more than one F), attendance (95%), and behavior (zero suspensions).**

The Superintendent and/or designee may approve the Intra-District Request based on the following:

- a. Transfer request decisions may be considered based on special family needs (i.e. medical)
- b. Transfer request decisions shall not be based on a student's academic or athletic performance.

Please note:

- **Failure to maintain satisfactory grades, attendance and behavior may result in the revocation of the intra-district transfer. Achievement must be evident at each quarterly report card period.**
- All California Inter-Scholastic Federation and section rules and regulations regarding athletic eligibility shall apply to all students granted intra-district transfer(s).

Parent Signature: _____ Date: _____

Turlock Unified School District prohibits discrimination, harassment, intimidation and bullying in educational programs, activities, or employment on the basis of actual or perceived ancestry, age, color, disability, gender identity, gender expression, immigration status, nationality, race or ethnicity, religion, sex, sexual orientation, parental, pregnancy, family or marital status, or association with a person or a group with one or more of these actual or perceived characteristics. TUSD requires that school personnel take immediate steps to intervene when it is safe to do so and when he or she witnesses an act of discrimination, harassment, intimidation, or bullying.