



INTRA-DISTRICT TRANSFER REQUEST

FOR THE _____ SCHOOL YEAR

Student Name: _____ DOB: _____ Grade: _____

Student Address: _____

Zoned School: _____ Requested School: _____

Parent/Guardian Name: _____ Phone: _____

Reason for Transfer:

- | | |
|---|---|
| <input type="radio"/> Siblings Attending Requested School | <input type="radio"/> Parent Employed at Requested School |
| <input type="radio"/> Specialized Program | <input type="radio"/> Renewing Past Intra-District Transfer |
| <input type="radio"/> Location of Child Care** | <input type="radio"/> Other: _____ |

****If transfer is due to location of child care:**

Name of Child Care Provider (Specific Person Responsible): _____

Address: _____ Phone: _____

INTRA-DISTRICT TRANSFER AGREEMENT

Initial and/or continued approval is dependent upon the following conditions:

1. Parent shall be responsible for transportation of the student.
2. Space availability as determined by prevailing state, District and contractual capacities.
3. Failure by parent/guardian to adhere to Palmdale School District's Board Policy BP 1313 Civility.
4. Unacceptable attendance resulting in a notice of truancy, referral to ACT (Abolish Chronic Truancy), SART (School Attendance Review Team), or SARB (School Attendance Review Board).
5. Repeated violation of Education code 48900 and documented attempted interventions recorded on the Palmdale School District Intervention Checklist.
6. Readmit status after an expulsion and/or Oak Tree referral.

By signing this agreement, you understand and accept all conditions as listed above. Your request is pending and you will be notified upon approval. Violations as determined by the school principal may result in cancellation of the Intra-District Transfer Agreement.

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

OFFICE USE ONLY

Principal Signature (Sending School): _____ Date: _____

Principal Signature (Receiving School): _____ Date: _____

Student Start Date: _____ ☐ Parent Contacted ☐ Welcome & Enrollment Center Notified