

Administrative Regulation

STUDENTS

Inter-District Transfer Agreements

1. Covered Topics

This Administrative Regulation covers student transfers into and out of Berryessa Union School District and appeal of district decisions denying transfer requests.

2. District of Residence

- A. Non-resident students may not attend Berryessa Union School District schools unless permission to attend Berryessa Union School District schools is on file with the district Educational Services Division.
- B. To attend Berryessa Union School District schools, a student must be a Berryessa Union School District resident or must have permission to attend Berryessa Union School District schools from both the Berryessa Union School District and the district of residence.
- C. To attend school in another district, a Berryessa Union School District student resident must have permission to attend school within that district from both the Berryessa Union School District and that district.
- D. A student is considered a Berryessa Union School District resident if the student lives at the home of his or her parent or legal guardian located within the Berryessa Union School District or otherwise meets Education Code residency requirements.

3. Superintendent's Designee

The Superintendent designates Education Services Division to negotiate and execute inter-district transfer agreements and to review and determine student inter-district transfer requests.

4. Inter-District Agreements

- A. Funds accrued for average daily attendance shall be credited to the district of attendance for purposes of determining state apportionments and revenue limits under applicable Education Code provisions, and agreements shall be conditioned upon the district of attendance's acceptance of such funds as payment in full for services provided to the transferred student.
- B.. For any student transferring into the District who is qualified for special education programs, approval / denial shall be based upon the direct impact on district-wide special education resources. Special education students requiring more intensive services shall be

billed excess costs as agreed by the Special Education Local Plan (SELPA).

- C. Whenever the District receives a transfer request to transfer to or from a district with which no inter-district transfer agreement exists, Education Services Division shall attempt to establish an agreement with that district.

5. Transfer Requests

A. Transfer to Another District

1. To request a transfer, the parent or legal guardian of the Berryessa Union School District student requesting the transfer must submit a transfer request form to Education Services Division.
2. Education Services Division shall approve or deny the request on the basis of its impact on District attendance and resources.
3. No transfer is valid until Berryessa Union School District and the requested district both approve the transfer.

B. Transfer into Berryessa Union School District

1. To request a transfer to Berryessa Union School District, the parent or legal guardian of the student must submit a transfer request to Education Services Division, together with evidence that the student's district of residence has approved the transfer request form. The parent or guardian may specify transfer into a particular school.
2. The student's parent or guardian must agree to follow all school and District rules and must assume responsibility for transporting the student to and from school. The District may revoke a transfer if the student or the student's parent or guardian fails or refuses to follow school or District rules.
3. The District will approve transfers to requested schools on the basis of space availability and the student's age and grade level. Transfer requests within the District will be given first consideration. All inter-district transfer requests including yearly transfer renewals, will be considered temporary placements until the last Friday in September when District enrollment stabilizes.
4. If the transfer is approved after central registration has been completed, the student's parent or guardian must register and enroll the student at the assigned school within one (1) calendar week after the District approves the transfer. If the student is not registered within that time, the transfer is denied and the parent or guardian must re-apply.

C. Annual Re-Application

Each approved transfer shall be valid for the current school year only. The student's parent or guardian must re-apply each year in order to renew the transfer.

D. Transfer to Middle School

Students attending elementary schools on approved transfers will be assigned to middle schools, providing the parent or guardian re-applies for a transfer. Upon approval, the designated middle schools of attendance are as follows, subject to space availability:

- * from Brooktree, Laneview, Northwood, and Vinci Park Elementary Schools to Morrill Middle School;
- * from Noble, Toyon, and Summerdale Elementary Schools to Piedmont Middle School;
- * from Cherrywood, Majestic Way, and Ruskin Elementary Schools to Sierramont Middle School.

E. Waiting List

Whenever the District denies a request to transfer into the District solely on the basis of lack of space, the District shall place the student's name on a District waiting list. Ranking on the waiting list shall be determined by random selection among all students transferring into the District. Non-resident students waiting for a particular school must wait until after all resident students waiting for that school have either registered at that school or removed their names from the waiting list. Parents and guardians will be notified when Education Services Division approves their transfer request.

6. Appeal to County Board of Education

Whenever the District denies a transfer request, whether into or out of the District, Education Services Division will notify the parent or guardian filing the request of the right to appeal the District's decision to the County Board of Education under Education Code Section 46601. Education Services Division shall provide the parent or guardian with the information specified in that section of the Education Code.

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