



**NORTH MONTEREY COUNTY UNIFIED SCHOOL DISTRICT
SCHOOL TRANSFER FORM: 2018-2019 SCHOOL YEAR**

8142 Moss Landing Road, Moss Landing, CA 95039 831-633-3343 Ext. 1210 Fax 831-633-5189

New Renewal
Date Received _____
Completed by District Staff Only

Step 1: Complete the form and attach all required documents. If this is considered new transfer request to a new school, schedule a **meeting with the principal of the home/residence school and obtain signature (*Step 2). Turn in completed form to a NMCUSD school or the district office. All forms will be processed beginning March 2, 2018. Notice of approval/denial will be sent in writing beginning May 1, 2018.

Student Last Name: _____ First Name: _____ D.O.B. _____

Parent/Guardian Names: _____ Grade Level in 2018/19: _____

Home Address: _____ Home Phone: _____

_____ Work/Cell Phone: _____

Mailing Address (if different): _____

Student's Current School Attending: _____ School Age Siblings? Yes No _____

What schools do siblings attend? _____

Does student have an Individual Educational Program (IEP) for Special Services? *Yes _____ No _____ Not sure _____

*Requires Review by NMCUSD Special Services
Date _____ Initial _____

Student's Home/Residence School within NMCUSD: _____
School Requested to Attend in 2018/19: _____
If outside of NMCUSD, District Requested: _____

STEP 2: PRINCIPAL MEETING DATE: _____ SIGNATURE: _____
(For new transfers only)

STEP 3: REASON FOR SCHOOL TRANSFER REQUEST: Please indicate the reason or the request. Provide any required documentation and attach to this form. If this is a new transfer, you must meet with the school principal of the home school and obtain a signature. Check the reason (s) that apply.

- Open Enrollment Act Note: Per 2015 qualified school eligibility list.*
 - Educational Program* is offered at another school/district that is not comparable.
 - Change in residence.* Moving into a new district/school of residence and want students to remain where currently
 - High School Only-11th/12th grader.* Student to attend current high school to avoid any issues related to graduation.
 - Special Circumstances* (medical/safety needs requires student to attend school for a specific reason). Attach certification by a physician, psychologist, or other appropriate personnel.
 - Child Care/Employment* (Child Care is for children under 12 years of age). Attach verification of employment hours and location. Attach documentation from child care provider location and hours.
- Describe any additional information related to the reason(s) for the request (must be related to above criteria):

My signature on this school transfer application request indicates that I have read the School Transfer Guide and the following statement. "Children will not be enrolled into the requested school until both districts approve the "Inter-district transfer agreement" and is conditional upon space available at the requested school. Inter-district Agreement may be cancelled or not renewed due to overcrowded classroom conditions, unsatisfactory attendance, academic/behavior concerns in which the school program provided is no longer appropriate. Eligibility for athletics may be invalidated due to this transfer. Parents/guardians must resubmit a School Transfer Request each year for re-approval of Inter-district Agreement. Incorrect information may cause this Agreement to be revoked. Parents/guardians are responsible for transportation."

Parent/Guardian Signature: _____ **Date:** _____

DISTRICT APPROVALS (For Office Use Only)

North Monterey County Unified School District

District of Attendance

ACTION: Approved Denied

ACTION: Approved Denied

By: _____

By: _____

Date: _____

Date: _____

NOTE: SPECIAL EDUCATION NEEDS ARE IDENTIFIED, THE AGREEMENT WILL BE REVIEWED BETWEEN DISTRICTS TO DETERMINE APPROPRIATE PLACEMENT/SERVICES AND THE TRANSFER AGREEMENT MAY NOT BE APPROVED.