

School Transfers Guide For 2018-2019



The annual transfer period is an opportunity for parents/guardians who live within the North Monterey County Unified School District (NMCUSD) to request a new school placement for their child or to renew a transfer to a school outside their attendance area.

There is one application period for all grades (Transitional Kinder/K-12th grades) and schools **Between January 8th and March 1st, 2018**

- ❖ **Only completed** intra-district or inter-district transfer applications received by March 1, 2018 deadline will be considered for 2018-2019 student placement.
- ❖ Notifications regarding approved transfer requests will be mailed out no later than May 1, 2018.

STEPS TO TAKE FOR TRANSFER REQUESTS:

1. If your student is currently attending a school within NMCUSD, you must schedule a meeting with the school principal to discuss your request to transfer to another school.
2. At the meeting with the principal, you will discuss the reasons for the transfer that you have listed on your transfer request form. The principal will address any questions or issues related to their school program. The principal will sign and date the form indicating the meeting took place. **This is not an approval of the transfer.**
3. Turn in your completed and signed transfer request form to the District Office between January 8th and March 1st, 2018 by 4:00 PM.
4. Transfer requests will be reviewed based upon priority criteria and approved when possible, according to Board Policy.
5. Inter-district transfers requesting to leave the school will not be approved when the District or any given school within the District reaches the maximum percentage of inter-district transfers per under Education code and/or Board policy.
6. Final determination and notification of approved transfer are mailed out no later May 1st, 2018.
7. Confirmation for a placement offer at a requested NMCUSD school must be returned within 10 business days of receipt to guarantee that a slot will be held per your approved transfer.
8. If your transfer is denied or you are placed on a wait list, you can request a meeting with the District designee to discuss the reason for the denial.
9. There is an appeal process once each of the steps above have been completed.

Timeline

- ✓ **Dec. 2018 :**
Transfer
Notification
Guide
Updated
- ✓ **Jan. 8-
March 1,
2018**
Transfer
window
- ✓ **May 1,
2018:**
Transfer
Status
notifications
mailed home

Priority for Transfer Approvals into NMCUSD Schools

NMCUSD Board Policy guides transfer priorities. When the number of completed applications received by the transfer deadline exceeds the number of spaces available in the requested school, determination of school placement is made based on the following order:

Priority 1: Open Enrollment Act (OEA) for Echo Valley Elementary

Priority 2: Renewals for current students enrolled in an NMCUSD school on an approved transfer (not applicable to incoming transitional kindergarten or kindergarten placement or students leaving a school at a transition year example: 6th to 7th or 8th to 9th)

Priority 3: Special Circumstances (medical considerations, dangerous or harmful situations) that are documented by a physician, medical provider, or counselor

Priority 4: Siblings of students who reside within the District currently enrolled in the requested school

Priority 5: Students whose parent/guardian is an NMCUSD employee living within the school attendance area

Priority 6: Students whose parent/guardian is an NMCUSD employee living outside the school attendance area

Priority 7: Students residing within the District not included in Priorities 1-6

Intra-District Application/Selection Process: To Request a Transfer to an NMCUSD school outside your "home school" attendance area

Applications for transfer must be submitted to the school office, high school counseling office or District Office in accordance with the following:

1. Requests to attend a school outside of your attendance area must be submitted on Intra-District Transfer Form.
2. Transfer request forms must be RECEIVED between January 8 and March 1, 2018 (by 4:00 p.m.). Requests received after 4:00 p.m. on March 1, will only be processed if there is availability after all other requests have been granted.
3. No later than May 1, 2018, the District will inform the applicants by mail as to whether their applications have been approved, denied or placed on a waiting list.
4. When the total number of applications for a given school and/or a given grade within a school exceed available space applicants will be selected by established priorities. The remaining applicants will be placed on a waiting list. The waiting list will not exceed 10 students per grade level per school. After the first ten days of school, if space becomes available, students on the waiting list may be placed at their school of choice. These students are required to enroll and attend their school of residence on the first day of school in order to qualify for transfer.
5. The waiting list shall be monitored and administered by the District Office designee
6. Applicants who receive approval shall confirm their enrollment with the school requested within ten days (after receiving notification of approval).
7. **False information will nullify any transfer request that is approved.**

Inter-District Transfer Requests

Students in grades Transitional Kindergarten/Kindergarten through 12 who wish to attend a non-NMCUSD school must apply through the Inter-District Transfer process. Families with students already attending a school in another district on an approved NMCUSD Inter-District Transfer agreement must reapply each year. New Inter-District Transfer Requests will not be approved when the District's total percentage of Inter-District transfers exceeds the allowable limit per Education Code and/or Board policy.

NMCUSD grants requests in compliance with California law and Board policy. For transfer information please contact Yvette Padilla at the District office (831) 633-3343 ext. 1210.

APPLICATIONS FOR INTERDISTRICT TRANSFERS SHALL BE CONSIDERED ONLY FOR:

1. Medical: Considered only when a student is under regular care of a licensed physician or a licensed mental health representative for a severe health condition or problem that affects their ability to attend the school of residence.
2. Change of Residence: Verified change of residence is an approved reason for transfer provided there is satisfactory evidence (escrow, building permit, verified rent deposit receipt) that there is to be a move to a home in another school attendance area.
3. Senior Students who change residence from their area and school of attendance for their high school senior year may be permitted to continue to attend and graduate from the original high school.
4. Specialized Course or Program: Applies when a course, program, or attendance calendar situation is not offered in the home school/district with certain provisions.
5. Allen Bill - Under this law (the "Allen Bill"), parents of K-12 students who live in one district, but work within the boundaries of a second district may apply to have their students attend school in the district in which the parent works, rather than in the district of residence. Receiving districts have the right to determine whether to accept Allen Bill transfers and, if they do, to limit the number of incoming students.
6. Open Enrollment/Romero Act: The Open Enrollment Act this applies only to Echo Valley Elementary School)-the receiving district may choose the school of enrollment based on availability.

NMCUSD Schools

Elementary Schools (Grades TK/K-6)

Castroville K-6

11161 Merritt St. Castroville, CA 95012
831.633-2570

Echo Valley K-6

147 Echo Valley Rd. Salinas, CA 93907
831.663-2308

Elkhorn K-6

2235 Elkhorn Rd. Castroville, CA 95012
831.633-2405

Prunedale K-6

17719 Pesante Rd. Salinas, CA 93907
831.663-3963

Middle School (Grades 7-8)

North Monterey County Middle School

10301 Seymour St. Castroville, CA 95012
831.633-3391

High Schools (Grades 9-12)

North Monterey County High School

13990 Castroville Blvd. Castroville, CA 95012
831.633-5221

Central Bay High School (16 years+)

17500 Pesante Rd. Salinas, CA 93907
831.663-2997

Independent Study (Grades K-12)

Pacific Grove Campus: 831.655-1430

Prunedale Campus: 831.663-6154

Granting Transfer Requests and the Appeal Process

NMCUSD grants requests -based on available space and other considerations within compliance with California Law and School Board policy. It is the District's desire to accommodate requests for school placement when possible.

Request to attend a school within NMCUSD are considered when there is:

- 1) Available space at the requested school, and
- 2) Sufficient enrollment to form a single-grade class. If space is available and there is sufficient enrollment, it is the District's wish to increase school capacity based on room availability
- 3) Placement options provides for specialized services

Request to attend a school outside of NMCUSD are considered when:

- 1) A student is on a currently approved NMCUSD Inter-District transfer agreement.
- 2) A student moves into the NMCUSD attendance area during the school year and wishes to finish the school year at their previous school.
- 3) The District has not exceeded the total number of Inter-District Transfers allowed per Education Code and/or Board Policy to maintain District programs and fiscal operations.

Appeal Process for Denied Transfer Requests:

1. Complete the Appeal Request Form
2. Submit the Appeal Request Form to the District Office
3. Attend a meeting with the District Office Designee to discuss the reason for the denial.
4. If unsatisfied, a meeting with the Superintendent will be scheduled after all these steps have been completed.
5. Unresolved appeals are referred to the Monterey County Office of Education for review.