

# School Transfers Guide for 2020-2021 School Year



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 outside their school of residence/attendance area for the upcoming school year.

## **Intradistrict Transfer-Transfers Within NMCUSD (Board Policy 5116.1)**

**Definition:** Transfer from school of residency to another school within North Monterey County Unified School District.

### **Timelines:**

- NEW Intradistrict Transfer requests for the **2020-2021 school year** will be accepted beginning **January 21, 2020 and are due by March 2, 2020.**
- There is one application period for all grades (TK/K-12) and schools between January 21–March 2, 2020.
- Requests received after **March 2, 2020** may not be considered until 14 days prior to the start of the 2020-2021 school year.
- **Only complete (including required additional documents)** intra-district transfer applications received by the March 2, 2020 deadline will be considered for 2020-2021 student placement.

**Note:** Students currently attending a school on an approved intradistrict transfer permit are not required to resubmit a new application each year when continuing at the same school. However, a new application must be submitted when a student incurs an address change that establishes a new school of residency that is not the school attending on an existing approved transfer permit.

Please complete the Intradistrict Permit Application (attach all required supporting documents) and complete the NMCUSD Enrollment Forms. Bring all documents to your school of residence. **False information will nullify any transfer request that is approved.**

### **STEPS TO TAKE FOR INTRADISTRICT TRANSFER REQUESTS:**

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 21 and March 2, 2020 (by 4:00 p.m.). Requests received after 4:00 p.m. on March 2, will only be processed after all other requests have been reviewed.
3. By May 1, 2020 the District will inform the applicants by mail as to whether their intradistrict transfer request has been approved, denied or placed on a waiting list.
4. When 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).

## Interdistrict Request to Transfer In to NMCUSD (NMCUSD Board Policy 5117)

**Definition:** Student who lives outside of the NMCUSD district boundaries and would like to attend a school within NMCUSD (*Castroville, Echo Valley, Elkhorn, Prunedale, NMC Middle, NMC High, Central Bay High, NMC Center for IS*)

Students who wish to transfer into NMCUSD should contact their district of residence and file an Interdistrict transfer request following their district of residence forms and process. It is the responsibility of the parent/guardian to provide additional required documentation for the student before a new Inter-District Transfer request may be considered.

1. Interdistrict Transfers are agreements between the district of residence and NMCUSD.
2. Once approved, the parent/guardian must annual submit a request to continue each year.
3. NMCUSD may not provide transportation under an Interdistrict Transfer Agreement.
4. Interdistrict Transfers are accepted on a space-available basis.
5. Applications for interdistrict transfers will be consider based upon the following:
  - Medical considerations, dangerous or harmful situation to include victim of an act of bullying (per Ed Code 220): Considered only when a student is under regular care of a licensed physician, a licensed mental health representative for a severe health condition or problem which affects their ability to attend the school of residence; and/or upon recommendation from an authorized school personnel.
  - Student of active military parent/guardian.
  - When recommended by the school attendance review board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence
  - High School students who change residence from their area and school of attendance for their high school junior or senior year may be permitted to continue to attend and graduate from the original high school.
  - When the student has a sibling who resides with the student and who is attending school in the receiving district, to avoid splitting the family's attendance.
  - Child Care/Supervision (Under age 12): Child Care is needed due to employment hours that exceed those times in which before/after school care is available within the home school/district.
  - When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance
  - 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. When the student will be living out of the district for one year or less.
  - Specialized Course or Educational Program: Applies when a course, program, or attendance calendar situation is not offered in the home district with certain provisions.
7. Interdistrict Transfers may be revoked for violation of state laws or district rules and regulations.
  - Student must maintain a satisfactory record of daily attendance. Chronic absenteeism or habitual tardiness absences may result in District revocation of this agreement.
  - Student must maintain satisfactory citizenship. Please refer to the Student/Parent Handbook for information regarding appropriate citizenship at school. The district may revoke a student's enrollment if the student is recommended for expulsion pursuant to Education Code 48918.
  - Student must maintain a satisfactory record of academic progress, less than average progress will be cause for student/parent/teacher/administrator review. Parent-Teacher conferences are encouraged at any time during the school year. Please contact your child's teacher as soon as you feel there is an area of concern.

## Interdistrict Requests to Transfer Out of NMCUSD (Board Policy 5117)

**Definition:** Students who live within the boundaries of NMCUSD and would like to attend school in another District.

**New** Interdistrict Transfer Requests will not be approved when the District's total percentage of Inter-District transfers exceeds the allowable limit per Education Code Education Code 48307 and/or Board policy 5117.

As of 2020, NMCUSD has exceeded the limit of 3% of the Average Daily Attendance and will limit new interdistrict transfer request.

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

Families with students already attending a school in another district on an approved NMCUSD Inter-District Transfer agreement must submit a request annual. Requests for Annual Renewals for Interdistrict transfers for the 2020-2021 school year will be accepted effective January 21-March 2, 2020. Students attending an out of district school and will be entering a new grade level that "transitions" to a new school must apply as a new Interdistrict Transfer application.

For an interdistrict transfer request received by NMCUSD 15 or fewer calendar days before the commencement of instruction in the school year for which the transfer is sought, NMCUSD will notify the parent/guardian of its final decision within 30 calendar days from the date the request was received.

### Granting Transfer Requests and the Appeal Process (Education Code 46600.1, 46600.2)

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 provide 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) The District has not exceeded the total number of Inter-District Transfers allowed per Education Code 48307 and/or Board Policy 5117 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's Administrative 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.

## **North Monterey County Unified School District**

### **Elementary Schools (Grades 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***

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



