

**PASO ROBLES JOINT UNIFEID SCHOOL DISTRICT**

P.O. BOX 7010, PASO ROBLES, CA 93447  
(805) 769-1000 FAX: (805) 237-3339

**REQUEST FOR INTRADISTRICT TRANSFER**

(See page 2 for Board Policy 5116 and Directions)

**(This form is used to request a change in schools within the Paso Robles Joint Unified School District)**

Academic School Year: 20\_\_ - 20\_\_

Date: \_\_\_\_\_

<b>STUDENT NAME:</b> <i>(Please print)</i> <i>Please complete one form for each student</i>	<b>BIRTH DATE</b>	<b>AGE</b>	<b>Special Ed. or 504 Plan?</b> <i>(If Yes, which one?)</i>	<b>GRADE</b>

Permission is hereby requested for the following:

<b>School of RESIDENCE:</b> <i>(Neighborhood School)</i>	<b>School CURRENTLY ENROLLED at:</b>	<b>School REQUESTING:</b>

Reason(s) for transfer:

Child Care       Location *(Closer to home)*       Personal/Medical       Employment

Dual Immersion Magnet School *(GB only)*       *Non-Magnet School*

Visual & Performing Arts (VAPA) Magnet School *(Bauer Speck Only)*

Sibling in requested school: *Name of sibling:* \_\_\_\_\_ *Grade:* \_\_\_\_\_

*Please explain briefly:* \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian **Name** (Please print) Home Phone: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_ *City/Zip* **Cell Phone:** (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
**Home Address** (if different): \_\_\_\_\_ *City/Zip* **Work Phone:** (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
**Signature of Parent/Guardian** Date

<b>For Office Use Only</b>			
<b>Releasing Principal's Signature</b>	Date	Recommend	Deny
<b>Superintendent/Designee Signature</b>	Date	Recommend	Deny
<b>Accepting School Notified</b>	Date	Time	By

Is student on waiting list?  No  Yes Date put on list: \_\_\_\_\_

**Student to be enrolled at:**

## ATTENDANCE AGREEMENT BETWEEN PRJUSD (K-8)

Administrative Regulation #5116

Pupils in the Paso Robles Joint Unified School District shall attend school in the attendance area in which they live.

Exceptions to this regulation are as follows:

1. A pupil who must be enrolled in any special education program may, by action of the superintendent or his/her designee, be placed in a school which best serves the educational needs of the pupil.
2. A pupil who lives in one attendance area may be transferred to a school in another attendance area in the district, **if space is available**, for the following reasons:
  - a. For administrative reasons, such as balance of enrollments or maintenance of class size.
  - b. Extenuating educational needs, such as past problems of discipline or adjustment.
  - c. An extenuating family circumstance: District Office review required.
3. A pupil who moves with his/her family from one attendance area to another during the school year may remain in the original school of attendance for the remainder of the school year if a hardship will occur as a result of the transfer during the year. Appropriate request forms must be completed and approved at the time of the residential move.

### **TO REQUEST AN ATTENDANCE AGREEMENT, THE PARENT OR GUARDIAN MUST:**

1. Obtain the Request for Intradistrict Transfer Form (Adm.188) from school of enrollment, our website or the district office.
2. Complete the form, stating reason for request and specifically describing the reasons for transfer.
3. Return the signed and completed form to school of enrollment.
4. Schedule a meeting with the principal to speak about the reason for requesting transfer.

**Transportation** between home and school **is not provided by the district** but may be furnished at the option of the district.

No attendance agreement between district schools will be valid without the signatures of the principal and the superintendent or his/her designee. Refusal to sign by any of the persons mentioned will automatically invalidate the request.

The superintendent or his/her designee may revoke an existing intradistrict attendance agreement or deny renewal of an agreement for any or all of the following reasons:

1. If classroom space is not available or enrollments exceed the capacity of available space during the school year.
2. If a pupil develops a record of extreme or repeated unacceptable conduct or behavior.
3. If a pupil develops a record of excessive absence, truancy or unexcused absence.
4. In case of falsification of address or residence, age or grade, or any other deception which might influence the decision to grant an unjustified intradistrict attendance agreement.