



PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT

Interdistrict Transfers – Questions & Answers

What is an Interdistrict Transfer?

The California Education Code states a student must attend school in the district in which their parents or court-appointed guardians reside. However, if a parent/guardian wishes for their child/student to attend another school out of their district of residence, an interdistrict transfer is needed. Interdistrict transfers to another district may be granted based on the approval of the superintendent or designees of **both districts**. **Students must be released from their district of residence before being eligible for acceptance to the requested district.**

Where can I get an Interdistrict Transfer Request Form?

Interdistrict Transfer Request Forms are located on the Paso Robles Joint Unified School District (PRJUSD) website at www.pasoschools.org or you may pick a form up at the District Office located at 800 Niblick Rd., Paso Robles.

What are the steps to submitting an Interdistrict Transfer Request?

- Please read and complete one Interdistrict Transfer Request form per student.
- It is very important to include a brief letter describing (in as much detail as possible) your reason for the transfer. Applications without a letter will be returned.
- Be sure to include your mailing address as well as your residential address on the form.

What do I need to know about OUTGOING Interdistrict Transfers?

All requests to leave PRJUSD will be decided based on qualifying factors according to California Education Code. You will be notified of the decision by mail within 30 days of the request.

What do I need to know about INCOMING Interdistrict Transfers?

All requests to attend school in PRJUSD will first need to be released from the district in which they reside. Please contact your district of residence for their Interdistrict Transfer procedures. Once released PRJUSD will review your transfer request. You will be notified by mail of the decision.

Can I apply for an Interdistrict Transfer for my incoming Kindergarten student?

Yes. Complete the Interdistrict Transfer Request forms and procedures for both school districts.

What else do I need to know about Interdistrict Transfers?

- **Transportation:** You will be responsible for transporting your student to and from school.
- **Terms of Transfer:** The agreement may be approved for a maximum of five consecutive years or when a student promotes to the next school level (i.e., from elementary school to middle school, or from middle school to high school).
- **Conditions of Transfer:** Good attendance and appropriate behavior are conditions of the continued approval.
- Any **falsification of information** invalidates any Interdistrict Transfer. It is within the authority of either the residential district or the receiving district to revoke an Interdistrict Transfer agreement at any time for any reason the PRJUSD Appeals Panel, district superintendent or designee deems appropriate.

What happens if my Interdistrict Transfer request is denied?

If a request for an interdistrict transfer is denied: With the exception of employment being the reason for your request, you have the right to appeal to the PRJUSD Appeals panel regarding the decision. If you chose to appeal the decision of the PRJUSD Appeals Panel, you may contact the San Luis Obispo County Board of Education for an Appeal of Denial of Interdistrict Attendance Request.

Who can I contact if I have more questions regarding Interdistrict Transfers?

Please call the Director of Student Services at the PRJUSD Office (805) 769-1000.