



Student Support Services
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Student Intra-District Transfer Procedures for The School Year 2017-2018

February 2017

Dear Parent/Guardian(s):

The Sweetwater Union High School District supports the neighborhood school philosophy. School boundaries are established for every district school and students are assigned to a home school. Students who live in a neighborhood school's attendance area receive priority to attend their home school.

To view the designated home school for your home address, go to <http://planningandconstruction.sweetwaterschools.org/boundaries/> and click on the **My School Locator** blue box.

The district realizes that there are valid reasons for students to be permitted to attend a school other than their home school. It is important to note that all of the middle and high schools in the district follow the same rigorous common core state curriculum.

The parents or legal guardians of a student may request an intra-district transfer from the home school to another district school by completing an Intra-District transfer application. These applications are available at the Student Support Services office. No other documentation is needed during this time.

For the 2017 – 2018 school year, the window to apply for an intra-district transfer begins on **February 27, 2017** and ends **Friday, April 7, 2017**.

Approval of an intra-district transfer request is contingent on space availability at the requested school. **Based on projected capacity, the following schools are closed to Intra District Transfer Requests for the 2017 – 2018 school year: Chula Vista High, Eastlake High, Rancho Del Rey Middle, Olympian High, Otay Ranch High, and Sweetwater High School. Please note that all Intra-District transfers may affect athletic eligibility for grades 9-12.**

There are four categories under which a parent can request a student intra-district transfer from the home school to another school in the district. These categories are Family Togetherness, Continuances, Unique Curriculum Programs, and Voluntary Transfers. Feeder School transfers are no longer automatic transfers. Parents/guardians will need to submit an application under the categories eligible for transfers.

The following is a summary of each transfer category.

Family Togetherness

A family togetherness student transfer request can be made to allow a student the opportunity to attend the same school that their sibling is currently attending. Family togetherness transfer applications will be based on space availability at the school requested as well as the student's academic standing, citizenship and attendance.

Continuance

A continuance can be requested by a parent whose student is currently attending a school other than their home school and wish to have the student continue at that school. The request for a continuance needs to be addressed to the site administration. Continuances will be based on space availability at the school requested as well as the student's academic standing, citizenship and attendance. **Students need to have a minimum of a 2.0 in their academic and citizenship grade to be eligible for a continuance.**

Unique Curriculum Programs

There are some schools with unique curriculum programs that are open to transfer students. Each unique curriculum program has a set of criteria that must be met for a student to qualify. Approval of any student transfer application is done by Student Support Services working in conjunction with site administration.

Voluntary Transfers

Parents who wish to transfer their student to another school that has not met or exceeded their enrollment capacity for any reason other than those noted above can complete an intra district transfer application. Voluntary transfers include child care needs, transportation, employment location and general preference for a given school. Schools that meet or exceed their enrollment capacity will not be accepting any new transfer students.

Intra-District Application Information

Intra-District transfer applications for new transfers only are currently available at the Sweetwater Union High School District Office, Division of Student Support Services, located at 1130 Fifth Avenue, Chula Vista, CA 91911. Office hours are from 7:30 to 4:30 pm. The completed application must be returned to the Office of Student Support Services by April 7, 2017.

Intra-District Transfer Applications will be taken on a “first-come, first-serve” basis. Each application will be date and time stamped. Only one (1) parent generated Intra/Inter District transfer request per student will be allowed each year. **Please note that all intra-district transfers may affect athletic eligibility for grades 9-12.**

The school administration may revoke the intra-district transfer if the student’s behavior, academic performance, or attendance becomes unsatisfactory. In addition, students who are no longer enrolled in a unique curriculum program upon which the transfer was granted may have their transfer revoked.

Transportation is **not** provided by the Sweetwater Union High School District for approved intra-district transfers.

For students with an active Individual Education Program (I.E.P.), the Special Services Department will verify if the Special Education program and/or service are available at the requested school.

If an Intra-District transfer is approved, the parent will receive a copy via U.S. mail within 4-6 weeks from the date the application was submitted. Please know it may take up to 8 weeks for students with IEPs. In addition, it will include the steps needed prior to enrollment. The student’s standing in the areas of Academics, Behavior, and Attendance will be reviewed periodically to determine if the student will be allowed to continue at the transfer school. A student on an approved transfer must remain enrolled at the requested school for one grading period. Students who fail to progress satisfactorily in any of the three aforementioned areas or who do not comply with the terms applicable to the unique curriculum program will have their transfer revoked and must enroll at their home school.

If a transfer request is denied, appeals can be made to the Director of Student Support Services within 10 school days of notification of the denial.

Please call the office of Student Support Services if you have any questions regarding the student transfer process noted above.

Respectfully,

Sonia Picos
Director, Student Support Services

Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.