



Student Support Services
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Student Intradistrict Transfer Procedures for the 2020-2021 School Year

February 20, 2020

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 school of residence.

To view the designated school of residence for your home address, go to [Find My School](#) 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 school of residence as stated in [Administrative Regulation 5116.1](#). 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 who wish to transfer within the district from their school of residence to another district school, may do so by completing an Intradistrict Transfer Application.

For the 2020-2021 school year, all applications must be submitted online within the open enrollment window, which begins on **Monday, April 6** and ends **Friday, May 8, 2020**. Please note paper applications will **no** longer be accepted. **All student selections will be done through a computerized random selection process, on Friday, May 11, 2020**. No other documentation is needed during this time.

Approval of an intra-district transfer request is contingent on space availability at the requested school. **Based on projected capacity, the following schools are highly impacted and have very limited capacity for Intra District Transfer Requests for the 2020-2021 school year: Eastlake High, Eastlake Middle, Olympian High, Rancho Del Rey Middle, and Bonita Vista High.**

Intradistrict Application Information

Intra-District transfer applications for new transfers only are currently available at (include website). Your student's ID number (printed on this letter) will be required to apply. **All applications must be submitted by Friday, May 8, 2020. No exceptions.**

Only one (1) parent generated intradistrict transfer request per student will be permitted. To protect the integrity of the process, the school selected at the time of applying is **final**; changes will **not** be possible once the application is submitted.

Feeder school transfers from elementary to middle school are **NOT** automatic. Parents/guardians **will** need to submit an application under the categories eligible for transfers. Students in middle school already on a transfer **WILL** automatically feed into the feeder high school without having to apply for an intradistrict transfer (i.e. student currently attending Bonita Vista Middle on a transfer will automatically feed into Bonita Vista High without needing a new application). Please note that this only applies if your student is already on a transfer. All other students will zone in to their neighborhood school - [Find My School](#).

A student accepted for an intra-district transfer, demonstrating appropriate behavior, academic progress 2.0 GPA in scholarship and citizenship, may be allowed to continue until 12th grade. A student on an approved transfer must remain enrolled at the requested school for at least one grading period. **Please note that all intra-district transfers may affect athletic eligibility for grades 9-12.** Please contact the Athletics Office for further information.

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

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

All responses for intradistrict transfer applications, will be sent electronically to the email used at the time you applied by mid-May, 2020. Additional information for enrollment will also be provided at this time.

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

A parent can request a student intradistrict transfer from their school of residence to another school in the district under three categories. These categories are Family Togetherness, Unique Curriculum/Specialized Programs, and Voluntary 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 enrollment capacity and space availability at the school requested.

Unique Curriculum/Specialized Programs

The following schools offer unique curriculum programs: International Baccalaureate at Bonita vista High and Castle Park High, B, Foreign Language and Global Studies-FLAGS at Hilltop Middle and Hilltop High, and School Creative and Performing Arts- SCPA at Chula Vista Middle and Chula Vista High and are open to transfer students based upon enrollment capacity, space availability, and meeting program criteria. Approval of any and all student transfer applications are done by Student Support Services after the student has met the initial requirements set forth by the program.

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 intradistrict transfer application. Voluntary transfers include child care needs, transportation, employment location and general preference for a given school. Voluntary transfers will be based on enrollment capacity and space availability at the school requested.

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

The Sweetwater Union High School District shall be free from discrimination, harassment, intimidation and bullying against an individual or group based on age; gender, gender identity or expression, or genetic information; sex, actual or potential parental, family, or marital status that treats students differently on the basis of sex; race, color, religion, ancestry, national origin, ethnic group identification, physical or mental disability, sexual orientation, immigration status; 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.