

# ADMINISTRATIVE REGULATION

## Placentia-Yorba Linda Unified School District

---

### Students

5119.2 - AR

### INTERDISTRICT TRANSFERS

#### A. Purpose and Scope

To establish procedures for administering the Board of Education policy on interdistrict transfers.

#### B. General

1. Students granted transfer into the Placentia-Yorba Linda Unified School District are not guaranteed a specific school of attendance. Transfer students may be placed only in schools in which space is available at the grade level requested. Interdistrict transfer requests will be admitted to schools on a space-available basis in accordance with the following district established priorities:
  - a. Students of PYLUSD employees who reside outside the PYLUSD boundaries and whose primary place of employment is at the requested school
  - b. Students of PYLUSD employees who reside outside the PYLUSD boundaries but are not employed at the requested school
  - c. When the student is the grandchild of an individual(s) who lives within the boundaries of the district
  - d. All other students who reside outside the PYLUSD boundaries and are requesting enrollment in a PYLUSD school
2. Interdistrict transfer agreements shall be reviewed annually and renewed only if the terms and conditions of the agreement are met. If space is no longer available at the student's school of attendance, the student may request another school within the district or return to his/her school district of residence. Exemptions may be approved for students who qualify by graduation/promotion privilege or exceptional conditions.
  - a. Graduation/promotion privilege means allowing a student to remain with a class graduating/promoting that year from an elementary, middle, or high school.
  - b. Exceptional Conditions means substantial and verifiable medical, psychological, and/or safety conditions which would support a student's request to remain in enrollment at their school of attendance.
3. Students who move from the Placentia-Yorba Linda Unified School District to another district during their sophomore year may be granted a transfer to remain at their school of attendance for their junior and/or senior year.
4. Students may be granted a transfer from the Placentia-Yorba Linda Unified School District to another district only if the Student Services office determines that the student will enroll in a comprehensive program offering not available in the Placentia-Yorba Linda Unified School District.

5. When considering a request for a transfer from the district, Student Services may give consideration to the child care needs of the student. Transfers may be considered in cases of hardship and when no other childcare options are available within the district boundaries. Transportation shall be the sole responsibility of the parent when the transfer is granted based on childcare needs. Transfers on the basis of childcare needs are valid only as long as the student continues to use the childcare provider within the boundaries to which the student is transferring.
6. Student Services may grant interdistrict transfers based on parent employment within the requested district when the requested district does not accept EC 48204 (Allen Bill) transfers. Student Services will consider conditions of hardship, proximity of workplace to resident school, and other factors impacting the student's ability to attend school regularly.
7. The district shall not deny a transfer out of the Placentia-Yorba Linda Unified School District of a pupil who is a child of an active military duty parent. Special consideration may be given to a student entering the district from an active military duty family.
8. If it has been determined a pupil has been the victim of bullying, the pupil shall be granted an interdistrict transfer if an alternative educational placement within the Placentia-Yorba Linda Unified School District is unavailable or not appropriate.

C. Forms Used and Additional References

Interdistrict Attendance Permit/Agreement

D. Procedure

1. A transfer request must be initiated by the parent/guardian on the district of residence's appropriate Interdistrict Attendance Permit/Agreement Form.
2. The completed Interdistrict Attendance Permit/Agreement Form shall be submitted to the Student Services office for approval. All supporting documents shall accompany the completed form. Additionally, for requests to transfer into the district, the approval from the child's district of residence must be obtained prior to enrollment by the receiving district, unless under provisional circumstances.
3. For Placentia-Yorba Linda Unified School District students requesting transfer to another school district, the Student Services office shall determine if the request for transfer is within the policy of the Board. Requests based on specific program offerings must be reviewed by the Student Services office. A conference may be held with the student's parent/guardian to review the request and current school or district program opportunities.
4. Interdistrict transfer requests by students wishing to enroll in the Placentia-Yorba Linda Unified School District shall be evaluated on a case-by-case basis. Approval of the transfer shall be on a space-available basis. The Student Services office shall confirm with the school principal and Human Resources that classroom space is available and that all necessary support services, including special education services (i.e. adaptive P.E. and speech and language), can accommodate the needs of the student requesting the transfer prior to approval of the request.
5. Subsequent to determining the school in which space and support services are available, the Student Services office may approve the transfer and provide the parent with a permit to enroll. The parent is to present the permit to enroll to the designated school.
6. No transfers are effective until all necessary procedures have been followed and completed copies of transfer requests are on file in the Student Services office.

7. All transfers are valid only for the school year in which they are approved. Parents must reapply for the interdistrict transfer by May 1 for the subsequent school year.
8. Appeal of the decision in transfer cases may be made to the Executive Director of Instructional Support or designee.
9. Student Services shall notify the parent/guardian of a student denied a transfer out of the district and that they may appeal the denial of that request to the Orange County Board of Education. Additionally, the Student Services office shall provide appropriate notification to the parent/guardian, pursuant to the requirement of Section 46601.

E. Reports Required

None

F. Record Retention

Records of interdistrict transfer request shall be maintained by Student Services.

G. Responsible Administrative Unit

Assistant Superintendent, Executive Services

H. Approved by:

Richard McAlindin                      06/20/2023

Responsible Division Head

Dr. Alex Cherniss                      06/20/2023

Superintendent