



**MORAGA SCHOOL DISTRICT**  
1540 SCHOOL STREET • MORAGA, CA • 94556  
PHONE: (925) 376-5943 FAX: (925) 376-8132

Office Use Only  
Date Received  
\_\_\_\_\_

## INTRADISTRICT TRANSFER REQUEST

This form to be used for requests to remain at the current school site for the following school year.

- Applications for Intradistrict Transfer Requests must be submitted to the applicant's current school office between Nov. 1 and Mar. 31 to meet the priority enrollment deadline for the following school year. Applications received after Mar. 31 will receive a lower priority.
- If there is a change of address, then proof of residency must be attached to this request. Homeowners must provide two of the following: deed, utility bill or most recent property tax bill. Renters/Lessee's must provide a copy of the rental/lease agreement showing names of all adults/children at residence AND one of the following: utility bill dated within the last six months or confirmation (on letterhead) from utility company of service being in/changed to renter's name (letter should include renter's name, property address & date service begins).
- Notification regarding first year requests will be made in August once it is determined if there is space available at the requested school.
- Second year requests will receive notice by July 1 if they will be displaced the subsequent year.
- Priority of available spaces will be determined by Moraga School District Board Policy.
- Transportation will not be provided for students attending other schools on an Intradistrict Transfer.
- Providing incorrect information will cause this request to be revoked.

STUDENT NAME(S)	YEAR 1 REQUESTED FOR SCHOOL YR	GRADE (FOR YEAR REQUESTED)	SCHOOL REQUESTED	CURRENT ATTENDANCE BOUNDARY

PARENT/GUARDIAN:	HOME PHONE:
STREET ADDRESS:	WORK OR CELL PHONE:

### REASON FOR INTRADISTRICT TRANSFER REQUEST

Please explain reason for request; attach letter if necessary: \_\_\_\_\_  
\_\_\_\_\_

#### Check any category which applies to your child:

- ☐ Resource      ☐ 504 Plan      ☐ Other: \_\_\_\_\_  
☐ Speech      ☐ English Learner

#### Parent/Guardian Signature:

\_\_\_\_\_  
SIGNATURE      DATE

### APPROVAL OR DENIAL

Year 1: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Year 2: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied
_____ SUPERINTENDENT'S SIGNATURE      DATE	_____ SUPERINTENDENT'S SIGNATURE      DATE

### COPY OF INTRADISTRICT TRANSFER REQUEST TO:

- ☐ Camino Pablo School      ☐ Los Perales School      ☐ Rheem School      ☐ Parent/Guardian  
☐ Original Form Returned To (School Name): \_\_\_\_\_ Done By (Initials): \_\_\_\_\_

Moraga School District

## INTRADISTRICT TRANSFER INFORMATION

- Once the Intradistrict Transfer is approved, a student shall not have to apply for readmission the following year.
- At the end of the second year of attendance at the approved school, the student is considered a resident of that school. Siblings will also be treated as residents of that school.
- Appeals regarding the selection process should be submitted to the Superintendent.

### **Attendance Priorities**

1. Student (and siblings) who lives in area and attends school (cannot be displaced)
2. Student or siblings on Intradistrict Transfer who has attended “new” school for two or more years
3. Student assigned under NCLB guidelines
4. Redirected student
5. Student on Intradistrict transfer
6. Student Interdistrict transfer

### **Appeal of Denial of Intradistrict Transfer Request**

A parent/guardian who is not satisfied with a decision regarding a transfer request may appeal the decision by submitting a letter describing the reason for appeal to the Superintendent. Appeals must be submitted no later than five days from the date of denial. A parent who is not satisfied with the decision must follow Board Policy to seek further review of the administrative decision.