



## Frequently Asked Questions on Inter & Intra District Transfer Requests

- **What is the difference between and Intra and an Inter District Transfer?**
  - An **Intra District** transfer is a transfer within Newhall School District from one school to another school.
  - An **Inter District** transfer permit is a transfer from one school district to another school district.
- **What form do I need?**
  - I want to transfer to another school within Newhall School District: **Intra District Transfer Request Form (Open Enrollment) (Available at your residence school; see below).**
  - I want to transfer out of Newhall School District to another school district: **Inter District Transfer Request Form (Available at the Newhall School District Office)**
  - I want to transfer to Newhall School District from another school district: **Inter District Transfer Request Form. (Available at your current residence School District; see below).**
- **I live outside of the NSD attendance area. How do I enroll in your district?**
  - If you live in another school district attendance area and would like to attend one of our schools in NSD, you will need to start the transfer process at the district office where you live. Completed forms are turned in to your district for processing. Your resident district will review, approve, or deny the request. **It is the parent/guardian's responsibility to submit this completed form to NSD's Administrative Services Department for review to approve or deny the request.** NSD will notify you of the decision in writing.
- **How do I submit an NSD Intra District (Open Enrollment) Transfer request form?**
  - Families currently enrolled in NSD can only apply open enrollment during the open window in January/February. Transfers will be considered outside of the open enrollment window for families that have moved to a new area within NSD boundaries during the school year. **An open enrollment form must be filed within two weeks of the family's move.**
  - **If a family has moved outside of NSD boundaries, they will be REQUIRED to apply for an INTER-DISTRICT TRANSFER from their new District of residence.** Your request must be filed within two weeks of your move.
  - Complete and turn in an Intra District Transfer Request form at your school of residence.
  - Once completed, the form will be signed by the Principal and forwarded to our District Office Administrative Services Department.
  - Please be sure that the form is filled out completely and print is legible. We must be able to read your information or it can delay processing.
- **How is my transfer processed?**
  - Once a request is received, it will be reviewed for approval or denial. Processing times for incoming transfers vary depending on the time of year it is received.
  - The Inter District transfer is a two-part process. NSD first must release the student. If that permission is granted, the transfer is sent to the requested district and a copy is provided to the parent. At that point, the final decision is up to the requested district. They will contact you with their decision.
- **How will I know the status of my transfer request?**
  - You will be notified via email or U.S. Mail.
  - If you are requesting to transfer from NSD to another school district, that school district will notify you once it is finalized on their end.

- **How often do I need to submit a transfer request?**
  - NSD Inter District transfer requests do not require annual renewals. Your child may continue to attend an NSD school on the same Inter District transfer request until he/she promotes to a Junior High.
  - If you move to a new address that is outside of your original School District, a new Inter District Transfer Request Form must be filed with your new School District. Your request must be filed within two weeks of your move.
  - If you were approved and released from NSD on an Inter District transfer, you must inquire with that school District on their renewal policies.
  
- **Can my transfer request be revoked?**
  - Inter District Attendance Transfer Agreement may be revoked for violation of state laws or district rules and regulations. Parents will be notified if a permit is recommended for revocation.
  - Inter district transfer students must comply with the following:
    1. Student must maintain a satisfactory record of daily attendance. Repeated tardiness and unexcused absences may result in District revocation of this agreement.
    2. Student must maintain a satisfactory record of citizenship and behavior.
    3. Student must maintain a satisfactory record of academic progress. Grades of less than average progress will be cause for student/parent/teacher/administrator review. It is expected that all students will complete daily assignments and homework as assigned in at least a satisfactory manner.
  
- **Do I have any options if my transfer request is denied?**
  - When a parent/guardian's request for an out of district transfer is denied, parents have the right to appeal to the District in writing within 10 days of the initial denial. If the District appeal is denied, parents have the right to appeal to the Los Angeles County Office of Education within 30 days of the District appeal.