

**INTERDISTRICT ATTENDANCE****General Information:**

1. All communication shall be in writing using appropriate forms.
2. The Superintendent or designee may request any information needed to verify the validity of the request from the student, parent/guardian, other district personnel, and/or school personnel from the student's school of residence and last school of attendance.  
  
If other public or private service agencies or professionals are involved, the Superintendent or designee may consult with such agencies or individuals for additional information.
3. The Superintendent may require proof of continued residency and may investigate fraudulent claims of residency. *ref. AR 5111.1(a).*
4. Students shall remain enrolled in their current school of attendance until the transfer request process is complete.
5. A student who transfers from one school to another without a change in his/her home residence may forfeit the right to compete in interscholastic athletics as per California Interscholastic Federation (CIF) guidelines. Parents should contact a school's principal/designee to determine how a transfer might impact their child's athletic eligibility.
6. Students with an approved interdistrict transfer enrolled at Tamalpais, Redwood or Drake High School may participate in Open Enrollment as provided by Board Policy.

*(cf. 5116.2 - Intradistrict Transfers - Open Enrollment)*

7. All interdistrict transfers, whether into or out of the District, are for one school year only and must be renewed annually. The student and parent/guardian must also sign an Interdistrict Attendance Contract annually (E 5117).

**Requests for Interdistrict Attendance Agreements INTO the District:**

1. The student, parent/guardian must first obtain approval for the student's transfer from the student's current district of residence on the appropriate form. This form should be obtained from the student's district of residence.
2. If the transfer request is approved, the Superintendent shall determine the school (Tam, Drake, or Redwood) to which the student shall be assigned. The Superintendent shall notify the parent/guardian in writing of the transfer approval and school assignment, and shall include a copy of BP/AR 5117 - *Interdistrict Attendance*.
3. If the transfer request is denied, the Superintendent shall notify the parent/guardian in writing of the denial and of their appeal rights (Education Code 46601) and shall include a copy of BP/AR 5117- *Interdistrict Attendance*.
4. The Superintendent shall notify the student's district of residence of the decision to approve or deny the request.

**INTERDISTRICT ATTENDANCE (continued)****Grounds for Approval**

1. The Superintendent **MAY** approve a request for transfer when the transfer:
  - A. addresses the physical, mental or medical needs of a student as certified by the treating physician or psychologist or,
  - B. addresses substantive, previously identified and documented social adjustment needs of a student

**AND**, when no other suitable school attendance option exists within the student's current district of attendance or district of residence.

2. The Superintendent **SHALL** approve a request for transfer
  - A. to permit currently enrolled 9th and 10th grade students to complete the current grading period when the student and parent/guardian have moved their primary residence outside of the district boundaries during that school year.
  - B. to permit currently enrolled 11th and 12th grade students to continue attending school in the district through graduation when the student and parent/guardian have moved their primary residence outside of the district boundaries during the student's 11th or 12th grade school year. Ninth grade siblings who are concurrently enrolled in the same school may complete the school year, but must enroll in their district of residence when their older sibling graduates. Tenth grade siblings may remain in the district through graduation.
  - C. to permit students who with their parent or guardian have temporarily vacated their primary residence within district boundaries while the residence is under construction to continue attending school in the district during the period of construction. *ref. AR5111.1*
  - D. to permit children of District employees to attend District schools under the following conditions:
    - Employee must be a member of the district management team, regular school year certificated employee, confidential classified employee, or employee covered by the classified bargaining unit.
    - Employee must have permanent or probationary status in the District, with a .5 FTE or greater assignment.
    - Children of employees will be defined as the natural and adopted children currently residing with a District employee as described above, or the children of an employee's registered Domestic Partner currently residing with the employee.
  - E. to permit children of Superintendents in designated public feeder elementary school districts to attend District schools.

**Note:** *New requests for interdistrict attendance permits based on child care needs will not be approved commencing with the 2008/09 school year.*

3. The Superintendent will deny a transfer, or revoke an existing transfer, if material information provided on the transfer form, or provided in support of a transfer, or submitted in support of the initial claim of residency, is discovered to be false or fraudulent.

**INTERDISTRICT ATTENDANCE (continued)****Revocation or Non-Renewal of Transfer**

Each interdistrict attendance permit shall be subject to certain terms and conditions of enrollment. The student and parent/guardian must sign an Interdistrict Attendance Contract annually (E 5117).

The principal of a student's school of attendance may recommend to the Superintendent or designee that a student's permit be revoked or not renewed and the student returned to his/her district of residence because of a student's violation of the specific terms and conditions of the Interdistrict Attendance Contract, poor attendance, improper behavior, failing grades, G.P.A below 2.5 in any grading period, or when falsification of information is discovered on the Interdistrict application forms.

The principal of the school of attendance shall notify the student, parent/guardian of the recommendation to revoke or not renew the transfer and shall offer to meet with the student, parent/guardian to review the circumstances leading to the recommendation.

The Superintendent shall review the recommendation from the principal and may either revoke or not renew the transfer or allow the student to remain in the district subject to further terms or conditions. If the transfer is revoked or not renewed, the student must return to his/her district of residence. The Superintendent's decision shall be final.

**Requests for Interdistrict Attendance Agreements OUT OF the District**

1. The student, parent/guardian must obtain the appropriate interdistrict transfer request form from the Superintendent's office.
2. The Superintendent may approve a request for transfer if the transfer satisfies a compelling social, medical, educational or familial need of a student. The request may be denied if the needs of the student can be met within the district.
3. The Superintendent may contact the principal of the student's school of attendance for his/her recommendation on whether or not the transfer request meets the Board criteria for approval.
4. Requests shall be approved for students with an approved interdistrict transfer the prior year.
5. If the request is denied, the Superintendent will notify the student, parent/guardian of the denial and of their appeal rights. (Education Code 46601)

**Regulation**

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**TAMALPAIS UNION HIGH SCHOOL DISTRICT**  
 Larkspur, California