

**Rio School District
Intra-district Transfer Procedures
2019-2020**

Open Enrollment/Intra-district

1. No student currently residing within a school’s attendance area shall be displaced by an intra-district transfer student (EC 35160.5)
2. **All students making a first request for an intra-district transfer must first enroll at their school of residence.** Once enrolled, parent/legal guardian may apply for an intra-district transfer. Parents/legal guardians are required to fill out an application form to indicate that they wish to transfer their student to another school and return the form to the **District Office located at 2500 East Vineyard Avenue, Oxnard before 4:30 p.m. on Friday, March 1st, 2019.** Continuing intra-district transfer students will be considered before new applicants.
3. **Rio Real’s Dual Immersion program will accept transfer request based on acceptance into the Dual Immersion program. Applicants should contact the site administrator for program specifics at (805) 485-3117.**
4. Priority will be given to students whose parent/legal guardian is assigned to that school as his or her primary place of employment.
5. **All students who submit applications to the District no later than 4:30 p.m. on Friday, March 1st, 2019 shall be considered** for admission to their school of request the following school year under the District’s Open Enrollment/Intra-district Policy. Applications received after the deadline may be considered if further openings exist.
6. If the intra-district transfer applicant pool exceeds available space in a school of choice, approval shall be determined by lottery from the eligible applicant pools, and a waiting list shall be established to indicate the order in which students may be accepted. Late applicants may be added to the waiting list in the order in which they apply.
7. Applicants will be informed by mail as to whether their applications have been approved, denied or placed on a waiting list. If the application is denied, the reasons for denial shall be stated.
8. Applicants that are approved are approved with the condition that the intra-district transfer student may be displaced to their school of residence if an incoming resident student enrolls and no space is available.
9. Except as required by 20 USC 6316, for transfers out of Title I program improvement schools, the District shall not be obligated to provide transportation for students who attend outside their attendance area. However, upon request, the Superintendent or designee may authorize transportation contingent upon available space and funds. Priority for any such transportation shall be based on demonstrated financial need.
10. An intra-district transfer may be revoked at any time by the district for the following reasons: 1.) Student is excessively tardy or absent from school, or student is brought to school excessively tardy or picked-up excessively early, 2.) Student fails to uphold appropriate behavior standards, 3.) student fails to make appropriate academic efforts, 4.) False or misleading information was provided on the intra-district transfer and/or accompanying documentation, and 5.) Other conditions that occur that would render continuance inadvisable.

Rio del Sol (K-7) Rio del Mar (K-5) Rio Del Norte (K-5) Rio Lindo (K-5) Rio Rosales (K-5)	Rio School District	Rio de Valle Middle School (6-8) Rio Vista Middle School (6-8) Rio Real (K-8 D.I. Only) Rio Plaza (K-5)
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**RIO SCHOOL DISTRICT
Intra-district Transfer Request
For the 2019-2020 School Year**

PLEASE NOTE: If you wish your child to attend your neighborhood school of residence, you do not need to complete this form.

PLEASE PRINT

Date: _____ Date of Birth: _____
Name of Student: _____ Grade in 2019-2020: _____
Parent/Guardian Name: _____ Home Phone: _____
Home Address: _____ Work Phone: _____
Current School of Attendance: _____
Requested School: _____ School of Residence: _____
(School you wish your child to attend) (Neighborhood School)

Reason for Request:

- New Application
- I moved and want to continue at _____ school for the remainder of the year.
- Continuing Intra-district Transfer Student
- Parent/Guardian is assigned to requested school as primary place of employment.
- Dual Immersion
 - Approved DI program _____
 - Denied DI program _____ (Principal authorization for Dual Immersion Program)

Signature of Parent/Guardian

Date

PLEASE NOTE: All students who submit applications to the District Office **no later than 4:30 p.m. on March 1st, 2019** shall be considered for enrollment to their school of request the following school year under Rio School District's Open Enrollment Policy. Applications received after the deadline may be denied.

OFFICE USE ONLY

Status of Request: Approved ___ Denied ___ Waiting List ___ Waiting List No. ___
Approved by: _____ Date: _____

DISTRIBUTION

Parent, Site, District Office

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