

Parent and Student Guide to School Transfers

Introduction

School Choice transfers and Inter-district transfers provide students with the option to apply for admission to any school of their choice in the Placentia-Yorba Linda Unified School District.

Parents interested in having their student attend a school other than their school of residence for school year 2012-2013, should be aware of the process and time-lines listed below.

- Transfer approvals are subject to space availability.
- Transportation is the responsibility of the parent/guardian.
- At the time a Choice transfer is approved, it becomes permanent. Students wishing to change schools after they have been approved need to submit a new Choice application.
- Once a student, who resides within the boundaries of PYLUSD, has been approved to their school of choice, that school becomes their designated school of attendance. The transfer is in effect through middle school. Choice transfer students must reapply upon entering high school.
- Inter-district students must renew their application each year.

- It is the responsibility of the applicant to investigate athletic eligibility issues. You are encouraged to check the California Interscholastic Federation (CIF) website www.cifstate.org to determine if this transfer will affect your child's eligibility to play sports.
- If a student's residence should change after a Choice transfer has been granted, an option is available to remain at the school of choice or attend the new resident school.
- If a student moves during the school year (within PYLUSD boundaries) and wishes to remain at the current school for the remainder of the semester/school year, a "Permit for Continued Enrollment" is required. Continued enrollment beyond the current school year would require a Choice transfer application.
- If a parent elects to have their student return to the middle school of residence upon completion of elementary school, the parent shall notify the current school of attendance by the end of the Initial Choice Application Period.

Application Process

To be considered for a transfer, applications must be submitted in person during the designated transfer periods. Only one application designating one school will be accepted per student per application period. Multiple applications will be invalidated. Applications can only be obtained by contacting the CWA office.

A variety of academic programs and extra-curricular activities are offered throughout the district. Enrollment at any school site does not ensure placement into any program or activity. Pre-qualifications and/or testing may be required for a specific program.

Selection Process

The following students have priority within a transfer period:

- Students of PYLUSD who have attended the school during the previous school year, but have moved into another PYLUSD school's attendance area. Students attending schools identified on the State Open Enrollment list.
- Students of PYLUSD employees who reside within the PYLUSD boundaries and whose primary place of employment is at the requested school. Siblings of students currently attending the requested school and will continue to attend the year of the transfer request.
- All other PYLUSD students who are requesting enrollment in a school outside their attendance area.

In any situation where the number of requests exceeds the space available, approval of transfers will be determined by a random and unbiased selection process (lottery).

If an applicant is denied their school of choice they will have the opportunity to submit an application in a subsequent application period. *

Approval of transfers for special education students will be reviewed by the special education department.

INITIAL APPLICATION PERIOD

January 17—January 31, 2012

- Complete an application for each student
- Return the application no later than 5 p.m. on Tuesday, January 31, 2012

By March 15, 2012

Letters indicating transfer status will be mailed to all applicants.

FINAL APPLICATION PERIOD for available sites only*

June 18—July 2, 2012

- Complete an application for each student
- Return the application no later than 5 p.m. on Monday, July 2, 2012.

By July 23, 2012

Letters indicating transfer status will be mailed to all applicants.

School Transfer Process Timelines 2012-2013 School Year

Initial Application Period Application Notification	January 17—31, 2012 March 15, 2012
Final Application Period Application Notification	June 18—July 2, 2012 July 23, 2012

CHILD WELFARE AND ATTENDANCE

1301 E. Orangethorpe Ave.
Placentia, CA 92870
Phone: 714-985-8670
Fax: 714-985-8758
www.pylusd.org

PLACENTIA-YORBA LINDA
UNIFIED SCHOOL DISTRICT

School Transfers 2012-2013 School Year



Tel 714-985-8670
Fax 714-985-8758

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