

Interdistrict Requests: Terms and Conditions

All interdistrict applications must include the appropriate documentation required, including the student’s most recent IEP (if applicable), to support the reason(s) for the interdistrict transfer request based on the chart below. All documentation must be attached to the application at the time of submission. Please note that incomplete applications will not be processed. Failure of the parent/guardian to meet any timelines established by the school district shall be deemed an abandonment of the process. Requests will be considered based on local board policies and individual merit.

Reason for Request	Documentation Required
Child Care	<ul style="list-style-type: none"> ● Letter from the adult, center, or organization providing day care <ul style="list-style-type: none"> ○ Name, address, and contact information of the adult, center, or organization ○ Child care license number and fees, if applicable ○ Hours of operation for the center or organization, or the hours that the student is under care ○ Length of time student has been under care by the adult, center, or organization ● Letter from parent/guardian explaining the circumstances that an interdistrict request is necessary under child care reasons
Parent Employment	<ul style="list-style-type: none"> ● Proof of employment of all parents/guardians who are involved in the student’s life on a day-to-day basis <ul style="list-style-type: none"> ○ Copy of a recent pay stub ○ Letter of employer’s stationary verifying schedule (hours and days) and location of employment ○ If self-employed, letter stating schedule (hours and days) and location of employment ● Letter from parent/guardian explaining the circumstances that an interdistrict request is necessary under employment reasons
Sibling	<ul style="list-style-type: none"> ● Name and grade of the sibling (sibling must already attend the proposed District of Attendance)
Health & Safety	<ul style="list-style-type: none"> ● Letter or report from a doctor, psychologist, or the appropriate person verifying health-related issues (if applicable) ● Police or school report supporting safety-related issues, including bullying (if applicable) ● Letter from parent/guardian explaining the circumstances that an interdistrict request is necessary under health and safety reasons
Specialized Program	<ul style="list-style-type: none"> ● Letter from parent/guardian expressing the extent of the student’s interest in the specialized program, and how the program is either unavailable or not comparable at the District of Residence
Continuing Enrollment	<ul style="list-style-type: none"> ● Letter from parent/guardian stating the enrollment history of the student since kindergarten
Final Year	<ul style="list-style-type: none"> ● Letter from parent/guardian explaining the circumstances that an interdistrict request is necessary under final year reason
Change in Residence	<ul style="list-style-type: none"> ● Copy of escrow documents/rental agreements

- An Interdistrict request is granted or denied per the terms and conditions stipulated in a district's board policy.
- Approval by the District of Attendance is subject to space availability in the district and the district's capacity to provide special education services, if applicable.
- A request may be denied, revoked, or rescinded at any time by the District of Attendance for the following reasons:
 - Student is excessively tardy or absent from school, or is brought to school excessively early or left excessively late.
 - Student fails to uphold appropriate behavior standards.
 - Student fails to make appropriate academic efforts.
 - False or misleading information was provided.
 - Other conditions that occur that would render continuance unadvisable.
- The parent/ guardian is responsible for providing transportation to and from school.

Interdistrict Transfer Timelines

- Spreckels Union School District (SUSD) will begin accepting and processing interdistrict requests for the next school year in January. Approval of a request will depend on the terms/conditions outlined above and the class size capacity at specific grade levels and programs. A letter approving or denying an interdistrict request will be sent to parents/guardians as soon as possible, but no later than 14 calendar days after the commencement of instruction in the school year for which the interdistrict transfer is sought.
- SUSD will process requests and communicate a final decision to parents/guardians for the current school year within 30 calendar days from when the request was received.

Revocation of an Interdistrict Transfer

- SUSD reserves the right to revoke a student's interdistrict transfer at any time during the school year for the following reasons:
 - Unsatisfactory attendance
 - Poor scholastic progress-tardies, work habits, lack of effort, etc.
 - Lack of appropriate student behavior (per Student Handbook)
 - Failure of a parent/guardian to resubmit the interdistrict agreement each year for renewal
 - Submission of incorrect information
 - When a student is in an unsupervised situation early in the morning or late in the afternoon on or about the school campus