



Student Support Services
1130 Fifth Avenue, Chula Vista CA 91911
(619) 691-5564 • (619) 407-4982 FAX

Student Intradistrict Transfer Procedures for The School Year 2018-2019

February 20, 2018

Dear Parent/Guardian(s):

The Sweetwater Union High School District (SUHSD) supports the neighborhood school philosophy. School boundaries are established for every district school and students are assigned to a home school. Students who live in a neighborhood school's attendance area receive priority to attend their home school.

To view the designated home school for your home address, go to <http://planningandconstruction.sweetwaterschools.org/boundaries/> and click on the **My School Locator** blue box.

The district realizes that there are valid reasons for students to be permitted to attend a school other than their home school as stated at the end of this letter and in Sweetwater Union High School District's [Administrative Regulation 5116.1](#). It is important to note that all of the middle/junior and high schools in the district follow the same rigorous state curriculum.

Intradistrict Application Information

Based on projected enrollment capacity, the following schools are **closed** to intradistrict transfer requests for the 2018–2019 school year: **Rancho Del Rey Middle, Eastlake High, San Ysidro High, Bonita Vista High, and Sweetwater High.**

WHEN:

We will be accepting applications from **Monday, February 26, 2018 through Friday, April 6, 2018**. Our office hours are 7:30 am to 4:30 pm with the exception of Monday, February 26 when our office will be open from 7:00 am to 4:30 pm.

WHO:

The parents or legal guardians of a student may request an intradistrict transfer from the home school to another district school by completing an [Intradistrict Transfer Request Form](#).

WHERE:

- The Intradistrict Transfer Request Form will be available at SUHSD Student Support Services Office, located at 1130 Fifth Avenue, Chula Vista, CA 91911 (south entrance).
- This form will also be available online at the Student Support Services webpage by accessing the [Intradistrict Transfer Request Form](#) link.

DEADLINE:

The completed **application must be returned to the Office of Student Support Services by Friday, April 6, 2018 (no exceptions).**

INTRADISTRICT TRANSFER REQUEST

- Will be contingent upon space availability at the requested school
- Will be taken on a “**first-come, first-serve**” basis and date stamped when received
- Only one (1) parent/guardian generated intradistrict transfer request per student, per year
- Will not include transportation
- May affect athletic eligibility for grades 9-12
- Will be verified by the Special Services Department to determine if the program and/or services are available at the requested school for students with an active Individual Education Program (I.E.P.)
- All transitions, elementary to middle/junior and middle/junior to high school, will require a new intradistrict transfer request
- Will be reviewed periodically to determine if the student will be allowed to continue at the transfer school based on the student's academics, behavior, and attendance
- A student on an approved transfer must remain enrolled at the requested school for one grading period (6 weeks)
- No other documentation is necessary during this process
- Students continuing at the same school do not need to re-submit an intradistrict transfer request

NOTIFICATION:

- The parent/guardian will receive a notification via U.S. mail within **4-6 weeks** from the date the application was submitted informing of either the approval or denial of the intradistrict transfer request.
- Notification for students with IEPs may take up to **8 weeks** to allow for consultation with Special Services.
- The notification will also include the necessary steps to be taken prior to enrollment.
- A student accepted for an intradistrict transfer may be allowed to continue with the class which he/she joins until the highest grade offered at that school as long as the student continues to demonstrate appropriate behavior and maintains no less than a 2.0 GPA in scholarship and citizenship.

APPEALS:

If a transfer request is denied, appeals can be made to the Director or designee of Student Support Services within 10 school days of notification of the denial.

CATEGORIES FOR INTRADISTRICT TRANSFERS:

There are three categories under which a parent can request a student intradistrict transfer from the home school to another school in the district. These categories are Family Togetherness, Unique Curriculum Programs, and Voluntary Transfers.

Family Togetherness

A family togetherness student transfer request can be made to allow a student the opportunity to attend the same school that their **sibling** is **currently** attending. Family togetherness transfer applications will be based on enrollment capacity and space availability at the school requested.

Unique Curriculum Programs

The following schools offer unique curriculum programs:

- International Baccalaureate (IB): Bonita Vista High and Castle Park High
- Foreign Language and Global Studies (FLAGS): Hilltop Middle and Hilltop High
- School Creative and Performing Arts (SCPA): Chula Vista Middle and Chula Vista High

Each unique curriculum program has a set of criteria that must be met for a student to qualify. All student intradistrict transfer requests are approved by Student Support Services after the student has met the initial requirements set forth by the program.

Voluntary Transfers

Voluntary transfers include child care needs, transportation concerns, employment location and general preference for a given school. Voluntary transfers will be based on enrollment capacity and space availability at the school requested.

Please call the Office of Student Support Services at (619) 691-5564 if you have any questions regarding the intradistrict transfer process noted above.

Respectfully,

Sonia Picos
Director, Student Support Services

Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. SUHSD Board Policy 0410