

# Madera Unified School District

## Frequently Asked Questions Regarding Inter-District Transfers:

Madera Unified School District Governing Board has established an Inter-District transfer policy allowing the opportunity for families to submit a transfer request to a District other than that of their respective location of student's residence (Incoming and Outgoing).

**1. What is the time frame to submit an Inter-District Transfer request?** The time to submit an Inter-District is open throughout the school year.

**2. Is the Inter-District Transfer on a first come, first serve basis?** Yes, transfers are based on date submitted.

**3. Is the parent(s)/guardian(s) school choice guaranteed for incoming request?** No, there must be space available at the requested school before the transfer can be approved. Non-resident student having a parent whose place of employment is located within the district may be authorized to enroll in the district, but does not include the right to select a particular school.

**4. Is the parent(s)/guardian(s) release from Madera Unified guaranteed?** No, the Governing Board has established guidelines for release of students from Madera Unified into a non-resident District. Special circumstance, Child care, Physical health needs and Continuity.

**5. How are students prioritized for selection?** Incoming Inter-District applications a prioritized by date received in Student Services and space available in the requested grade level.

**6. What if there are more requests than spaces available for incoming requests?** Student is placed on a waiting list pursuant to their date received by grade level.

**7. How does my child get to and from school when attending a site other than their resident school when on a transfer?** The parent/guardian is responsible for providing transportation of their child to and from a school site other than the school of residence. Madera Unified has established a policy to provide transportation only for students who live within an attendance area that is greater than the established walking distance from the resident school site.

**8. Are Special Education students eligible to apply for an Inter-District transfer?** Yes, if there is an instructional program to meet the student's education needs as indicated in their IEP and space is available at the requested school. Students whom receive Special Education Services, must be reviewed by the Special Education Department prior to approval.

**9. How does a parent/guardian apply for an Inter-District transfer?** Inter-District Transfer Application will be available in the Office of Student Services and

at <https://www.madera.k12.ca.us/>. Print your application and email to: **transfers@maderausd.org**. To save time and avoid lines the recommended submission of transfers is the online process.

**10. How long is my child's Inter-District transfer valid for?**

Transfers are valid for one year only, annual renew is required.

**11. When will I be notified of the status of my child's Inter-District Transfer Application?**

Parent(s)/guardian(s) will be notified when space becomes available at the requested site. Open Enrollment waiting listed must be satisfied before consideration of an Inter-District transfer. Outgoing requests are processed within a week, no waiting list for outgoing request.

**12. How will I be notified of my child's transfer status?**

Parents will be notified by a phone call and a copy of the Inter-District will be mailed with the approval or denial status for incoming request. Outgoing transfer will be emailed to the requested District. It will be the receiving district responsibility to contact the parent with their District guidelines for enrollment.