

Madera Unified School District

Frequently Asked Questions Regarding Intra-District Transfers:

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

1. What are the allowable reasons a parent can submit an Intra-District Transfer request? 1. Employment 2. Medical 3. Childcare (K-8th grade only)
4. Change of legal address

2. What is the time frame to submit an Intra-District Transfer request? The time to submit an Intra-District is from May 1st through end of school year. Intra-District transfer cannot be submitted until the end of Open Enrollment time line of April 30th.

3. Is the Intra-District Transfer on a first come, first serve basis? Yes, transfers are based on date submitted. Open Enrollment waiting list must be fulfilled per site and grade level before an Intra-District Transfer can be considered.

4. Is the parent(s)/guardian(s) school choice guaranteed? No, there must be space available at the requested school before the transfer can be approved. If there is no space available student is placed on a waiting list pursuant to their date of submission of request.

5. How are students prioritized for selection? The Intra-District applications are prioritized by date received in Student Services and grade level at each site.

6. What if there are more requests than spaces available? 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 Intra-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 Intra-District transfer? Intra-District Transfer Application will be available at all school sites, 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 Intra-District transfer valid for? Transfers are valid for one year only, and the parent should submit an Open Enrollment Application for the following school year.

11. When will I be notified of the status of my child's Intra-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 Intra-District transfer.

12. How will I be notified of my child's transfer status? Should I call the Office of Student Services to check the status? Parents will be notified by mail with a copy of the Intra-District Permit Request will be mailed with the approval or denial status.