

## INSTRUCTIONS FOR INTRADISTRICT TRANSFERS

### Instructions for completing the application:

Please complete the following steps:

- Parent to complete and sign the attached Intradistrict Transfer Request. In order to ensure that priorities for enrollment in district schools are implemented in accordance with law. Applications for Intradistrict transfers shall be submitted between January 11, 2021 thru February 19, 2021 of the school year proceeding the school year for which the transfer is requested.
- The INTRAdistrict transfer request and all supporting materials must be completed and submitted through Informed K12. Applications will not be accepted at school sites.
- If there are more requests for a particular school than spaces available, a lottery decision system will be implemented.
- In all cases, the burden of establishing the merit of the request for transfer rests with the student.
- Any falsification of information or any withheld information may result in denial of the intra-district request or the revocation of the intra-district privileges.
- Notification of your request will be delivered by the end of February after the close of the Intradistrict Transfer period. Transfer applications submitted after the transfer window will receive notification within 10 days.
- Once enrolled, a student shall not be required to reapply for readmission.
- Once an Intradistrict Transfer is approved, it will remain in effect for the remainder of the student's high school years in the Roseville Joint Union High School District, but can be revoked for failure to maintain satisfactory grades (2.0 GPA), attendance (95%), and behavior (zero suspensions).

### Please note:

- Failure to maintain satisfactory grades, attendance and behavior may result in the revocation of the intradistrict transfer. Achievement must be evident at each quarterly report card period.
- All California Inter-Scholastic Federation and section rules and regulations regarding athletic eligibility shall apply to all students granted intra-district transfer(s).

The Roseville Joint Union High School District is committed to equal opportunity for all individuals. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race, color, ancestry, nationality, immigration status, age, ethnicity, religion, marital status, medical information, mental or physical disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. For inquiries/complaints, contact our Title IX Coordinator, Assistant Superintendent of Human Resources, Brad Basham at (916) 782-8663 or by email at [bbasham@riuhdsd.us](mailto:bbasham@riuhdsd.us).