

PROCEDURES FOR INTRADISTRICT TRANSFERS



Intradistrict transfers are for students who wish to transfer from his/her school of residence to another school within the RJUHD. While we strongly expect students to attend their school of residence, our open enrollment policy allows for students to attend another RJUHD school when space is available, there are unique and compelling circumstances, or a sibling attends the requested school. The family must be able to provide their own transportation.

Important information regarding Intradistrict Transfers:

- A student on an Intradistrict Transfer Agreement is required to maintain good attendance, a 2.0 GPA, and satisfactory behavior as determined by the Principal. Problems with attendance, behavior, and/or academic achievement below a 2.0 GPA can result in revocation on an Intradistrict Transfer Agreement.
- Student transfers may affect athletic eligibility. Additional athletic eligibility information is available at www.cifsjs.org (Constitution: Article 2, Eligibility Requirements)
- Students who are granted an Intradistrict Transfer must attend the requested school for the entire school year. Students will not be approved to return to their home school or another school within the district.

Applying for an Intradistrict Transfer:

- Complete and submit the Intradistrict Transfer Request Form directly to the District Office (1750 Cirby Way, Roseville). Contact Nancy Baldwin (916)786-2051 or nbaldwin@rjuhd.us for any transfer questions.
 - A copy of a current PG&E, SMUD, or City of Roseville
 - List by name any siblings who currently attend requested school
 - Incoming 9th grade students and students new to the district must submit a copy of most recent grade transcript and attendance and behavior records.
- Incomplete applications will not be considered. It is the parent's responsibility to provide all documents prior to processing for a decision. Please check your application carefully.
- Wait for notification. The district will provide notification of transfer decision in a timely manner.

Intradistrict transfers will only be considered during the Open Enrollment period of January 22, 2019 thru February 27, 2019. After this time, transfers will only be considered prior to July 1, 2019 if:

- A unique and compelling circumstance is proven factual by RJUHD administration.
- There is available space and class scheduling.
- **No** transfers will be considered for the Fall 2019 term after July 1, 2019.