

**RJUHSD PROCEDURES FOR INTRADISTRICT TRANSFERS
2018-2019**

Students who reside in RJUHSD district boundaries are expected to attend the high school in their attendance area. RJUHSD's open enrollment policy provides for transfers between schools only when space is available at the requested school and there is family transportation for the student. Due to impacted enrollment at several schools, transfers between schools will be reviewed and may be granted when an older sibling *concurrently* attends the requested school, for the IB Program, when English Learner or Special Education services are required at a different school, or in situations where unique, compelling circumstances are present.

DEADLINE: Intradistrict transfers for the **2018-2019** school year will **ONLY** be considered between **January 22, 2018 and February 23, 2018** or within a 15-day period after a student moves from one boundary area to another boundary area within the RJUHSD.

Students who apply for and are granted an intradistrict transfer must attend the requested school for that requested school year and will not be able to return to the resident school for that school year.

Fall 2018 ENROLLMENT AND ENROLLMENT CAPS FOR 2018-2019

SCHOOL	Fall 2018 ENROLLMENT	ENROLLMENT CAP	INTRADISTRICT OPENINGS
ANTELOPE	1808	1810	CLOSED
GRANITE BAY	2057	2060	LIMITED
OAKMONT	2060	2060	OPEN
ROSEVILLE	1963	2000	OPEN
WOODCREEK	2130	2130	CLOSED

ATHLETIC ELIGIBILITY: Student transfers may affect athletic eligibility. Additional athletic eligibility information is available at www.cifsjs.org (Constitution: Article 2, Eligibility Requirements: "Transfer Eligibility," Bylaw 214).

IMPORTANT: A student on an Intradistrict Transfer Agreement is required to maintain good attendance, satisfactory academic progress and proper behavior as determined by the Principal. Attendance problems, discipline problems and/or failure to earn credits toward graduation may be reason to revoke an Intradistrict Transfer Agreement at any time.

TO APPLY: To apply for an Intradistrict Transfer to another school, the parent/guardian must complete and return an Intradistrict Transfer Request form to the District Office with **a copy of a current PG&E, SMUD or City of Roseville utility bill.** (If an older sibling attends the requested school, his/her name should appear in the "reason" section.) **Incoming 9th grade students and students new to the district must also include a copy of recent grades, an attendance report and disciplinary records from their current school.** All Intradistrict Transfer Requests, and additional documentation, must be hand-delivered or mailed (postmarked) to the District Office by **Friday, February 23, 2018.**

WAIT FOR NOTIFICATION: The District will notify the parent/guardian of approval or denial of an Intradistrict Transfer in a timely manner. ***Until your notification is received, please follow the registration process at your resident school.***

REMINDER: Intradistrict transfers will only be considered during the Open Enrollment period of **January 22, 2018 through February 23, 2018** or upon recommendation of RJUHSD Administration.

Roseville Joint Union High School District
1750 Cirby Way, Roseville, CA. 95661
(916) 786-2051

**Application for INTRADISTRICT ATTENDANCE AGREEMENT
School Year 2018 - 2019
Transfers between District Comprehensive High Schools**

Student: _____ **Sp. Ed. Svcs:** Yes No DOB: _____

Present Grade: ____ Resident/Home School: _____ Current School: _____

Parent(s)/Guardian(s): _____

Address: _____ City: _____ Zip: _____
(Please include apartment number if applicable)

Home Phone: _____ Work Phone: _____ Cell Phone: _____

We hereby apply to: transfer to / remain at **(circle one)** _____ High School for the following reasons:

By our signatures below, we certify that we have read and accept the Conditions of this Intradistrict Transfer and that all additional documentation required (See Procedures for Intradistrict Transfers) has been attached.

Date _____ Signature of Student

Date _____ Signature of Parent/Guardian

For District Use Only

Date _____ Approved _____
 Denied Signature of Administrator
(If applicable, Sp. Ed. Director)

Date _____ Approved _____
 Denied D.O. Administrator