

LARKSPUR-CORTE MADERA SCHOOL DISTRICT

INTERDISTRICT TRANSFER BOARD POLICY AND PROCEDURES AND TIMELINES

[This link](#) takes you to LCMSD's Board Policy, Administrative Regulation, and Exhibit 5117 related to Interdistrict Attendance.

[This link](#) takes you to related Education Code Sections 46600.1 and 46600.2.

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The date upon which the school district will begin accepting and processing interdistrict transfer requests for the subsequent school year.

April 1 of each year for the subsequent school year. A decision will be made within 30 calendar days of receipt of the transfer request. If a decision on class size cannot be made within those 30 days, the applicant may be asked if they would like the district to hold on the decision until more substantive information on class size for the grade level they are requesting is available. If a transfer is sought after the commencement of a school year for that year, a decision will be made within 14 calendar days (see Education Code link above).

The reasons for which the school district may approve or deny a request, and any information or documents that must be submitted as supporting evidence.

See LCMSD's Board Policy, Administrative Regulation, and Exhibit 5117 (the first link in this document) as well as the information below.

Interdistrict Transfers - Into District

No overcrowding of classes, schools, or programs will be permitted in order to accommodate an interdistrict attendance request.

Space Availability

The district may approve incoming interdistrict transfer requests provided that space is available.

Approved interdistrict transfer students will be placed according to class size enrollment by grade and overall school enrollment. Approval of an incoming interdistrict transfer admits a student into the district but not into a particular school. Assignment to a specific school shall be made on a space-available basis by the Superintendent or designee.

Application

1. A parent/guardian who resides outside district boundaries and desires their child to be considered for an interdistrict transfer into the district shall obtain an Interdistrict transfer application form from their district of residence.

2. All requests for transfers shall be approved or denied by the Superintendent or designee. The Superintendent or designee will deny an application if material information provided on the application form, or provided in support of an application, is discovered to be false or misleading.
3. No supporting evidence is required to be submitted.

Terms and Conditions of Incoming Transfers

1. Transfers related to exceptional circumstances shall be approved for a period not to exceed one school year, ending on the last school day of the school year for which they were granted.
2. Approval of an incoming transfer admits a student into the district but not into a particular school. Assignment to a specific school shall be made on a space-available basis by the Superintendent or designee.
3. Students attending district schools on interdistrict transfers must complete a Grade-Behavior-Attendance Agreement upon approval of the transfer request. The term "Grade" refers to academic performance and/or standards-based grading as applicable. That Agreement is valid and must be adhered to for as long as the transfer is approved. (See Exhibit in the first link in this document).

Terms and Conditions for Maintaining and Renewing Transfer Status

1. Renewal of interdistrict attendance applications are subject to policy, available space, satisfactory academic performance, and satisfactory behavior and attendance as determined by the district.
2. A student's interdistrict attendance application may be revoked at any time if academic performance, attendance, and/or behavior are unsatisfactory as determined by the district. An interdistrict attendance application may also be revoked at any time for the student's failure to comply with any additional requirements/conditions set forth in the Interdistrict Attendance Agreement.
3. A student's interdistrict attendance application may be nonrenewed or revoked by the district at any time if material information provided on the application form, or provided in support of an application, is discovered to be false or misleading.

Interdistrict Transfers - Outgoing

1. Criteria for Approval or Denial of Application

The district may approve outgoing interdistrict transfer requests.

2. Application Procedures

a. A parent/guardian who resides within district boundaries and desires his or her child to be considered for an interdistrict transfer out of the district shall submit an Interdistrict transfer application form, which is available in the district office.

b. All requests for transfer shall be approved or denied by the Superintendent or designee. The Superintendent or designee will deny an application if material information provided on the application form, or provided in support of an application, is discovered to be false or misleading.

3. Terms and Conditions of Outgoing Transfers

a. Transportation shall not be provided.

If applicable, the process and timelines by which a denial of a request may be appealed within the school district before the school district renders a final decision.

Right of Appeal

The parent/guardian of a student whose transfer request is denied may appeal to the district's Board. An appeal to the Board must be in writing and must be received by the Superintendent within 30 calendar days of the date of the notice of denial. The parent/guardian shall receive written notice of the Board's action regarding the appeal. If an appeal is denied, notice of appeal rights to the Marin County Board shall also be provided.

That failure of the parent to meet any timelines established by the school district shall be deemed an abandonment of the request.

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