



Interdistrict Transfer Instructions

Acalanes Union High School District

1212 Pleasant Hill Rd., Lafayette, CA 94549

Dear Parents, Students, and Staff:

During the second week of April, the Acalanes Union High School District will review interdistrict transfer applications for the following school year. Interdistrict transfers are for students who reside outside of our District boundaries, but wish to attend a school within the Acalanes Union High School District.

There are no transfer forms to complete with AUHSD. If you wish to request an Interdistrict transfer, please complete the following steps:

1. **Contact your resident district first** to begin the application process. You must follow the instructions of your resident district to obtain a signed interdistrict attendance agreement.
2. Submit your signed interdistrict attendance agreement (along with your complete packet) to the Acalanes Union High School District Office by mail or email to transfers@auhdschools.org. Your complete application packet must include the following:
 - ✓ A brief statement explaining the reason(s) for the request. If your district does not provide space on the releasing transfer application, an attachment may be added.
 - ✓ Two years of student transcripts (current year and last year) demonstrating a minimum academic core subject GPA of 3.0 in each subject. Core academic subjects are English, Social Science, Mathematics and Science.
 - ✓ Attendance records.
 - ✓ Disciplinary records. If there are no discipline records to report, please provide a notation from school staff indicating that there are no incidents. The notation must be signed and dated).
 - ✓ Any information relative to Individualized Education Plan (IEP)

Incomplete applications will not be considered. The parent/guardian must provide all required documents and submit ONE complete packet. Please check your application packet carefully before submitting to AUHSD.

To avoid delays and complications, please submit **only one** set of documents and **only the documents requested**. **Do not email pictures of transfer paperwork.**

In order for an Interdistrict transfer to be complete, an application must **bear the signed approval of both the releasing district and the receiving district**. An application with only one signature of approval is not complete.

Interdistrict applications are to the Acalanes Union High School District, not a specific school. While you may indicate preference on an application form, you are advised that space in some schools/programs is extremely limited.

Failure of a parent/guardian to meet any timelines established by the District shall be deemed an abandonment of the request.

For an interdistrict transfer request received by the District 15 or fewer calendar days before the commencement of instruction in the school year for which the transfer is sought, the District will notify the parent/guardian of its final decision within 30 calendar days from the date the request was received.

For an interdistrict transfer request received by the District more than 15 days before the commencement of instruction in the school year for which the interdistrict transfer is sought, the District will notify the parent/guardian of its final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction in the school year for which the transfer is sought.

Parents will be notified of transfer status by mail and contacted by the school registrar to begin the enrollment process after applications have been reviewed and processed.

Interdistrict transfers may occur only when grade, class or program enrollments in the District will permit the addition of nonresident students.

Permission to attend and to remain in the District is at the discretion of the District, subject to revocation and return to the district of residence at any time. A student's interdistrict agreement may be revoked for reason(s) that include but are not limited to excessive truancy, continual disruption of the educational program, unacceptable academic work, violation of school rules, or failure to progress toward graduation.

Any change in circumstances for granting the interdistrict attendance agreement may cause termination of the agreement.

The District does not provide transportation for students on interdistrict transfers.