



Interdistrict Transfer Instructions

Acalanes Union High School District

1212 Pleasant Hill Rd., Lafayette, CA 94549

Dear Parents, Students, and Staff:

Interdistrict transfers are for students who reside outside of our District boundaries, but wish to attend a school in the Acalanes Union High School District. There are no forms to complete with our district to apply for an Inter-district transfer. Any student wishing to request an Inter-district transfer **must first contact their District of residence to begin the application process.**

During the **spring**, the Acalanes Union High School District will begin its **review** of Inter-district transfer applications **for the following school year.**

AFTER you have completed your application with your resident district **and** have been approved, you must provide the Acalanes Union High School District with the following documents:

- ✓ Two years of student transcripts (current year and last year)
- ✓ Attendance records
- ✓ Disciplinary records (if there are no discipline records to report, please provide a school discipline printout showing that there are no entries for discipline)

Please be sure that your student's name and school requested are clearly indicated on **each** of your documents. The District does not require an official copy of school records to complete your application packet. It is best to turn in your completed Inter-district application to the Acalanes Union High School District by the **second week of April**. In order for an Inter-district transfer to be complete, an application must obtain the signed **approval of both the releasing district and the receiving district**. An application with only one signature of approval is not complete.

To avoid delays and complications, please submit **only one** set of documents and **only the documents requested.**

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 approved.

No transfers will be accepted into Acalanes or Las Lomas High Schools at this time.