

Interdistrict Transfer For Children Of San Mateo Union High School District Employees

San Mateo Union High School District (SMUHSD) employee interdistrict transfer requests will be handled in the following way:

1. Applications for an interdistrict transfer for children of SMUHSD employees shall be filed with the SMFCSD during the priority lottery enrollment period. Late-filed interdistrict transfer applications made pursuant to this regulation may be considered at the discretion of the SMFCSD Assistant Superintendent of Student Services.
2. All interdistrict transfer applications must originate with the district of residence. The parent/guardian shall obtain the interdistrict transfer request form, complete it, and submit it to the official in charge of these agreements in the district of residence.
3. If the district of residence approves the request, it will be signed and forwarded to the SMFCSD. Denials will be addressed pursuant to the process set forth in the district of residence.
4. Upon receipt of the signed approved interdistrict transfer request from the district of residence and adequate proof of current employment with the partner district, the SMFCSD Assistant Superintendent of Student Services may investigate the request. If all qualifying criteria set forth in the policy, regulation, and any agreement with the SMUHSD are met and sufficient space is available, the Assistant Superintendent of Student Services may grant the interdistrict attendance request.
5. On a space available basis, with a cap of 10 interdistrict transfers under BP 5117.1 each school year, the SMFCSD will place the child of the SMUHSD employee at the school most convenient to their site location. A late-filed application may result in the SMFCSD being unable to place a child at this location.
6. Every interdistrict transfer shall stipulate the terms and conditions under which the transfer may be revoked. (Education Code 46600) The District reserves its right to revoke the interdistrict agreement if the student does not maintain acceptable attendance, acceptable behavior (citizenship) and acceptable grades (scholarship). Acceptable grades are defined as a C average or above. Acceptable behavior and acceptable attendance requires that a student not be found to have engaged in inappropriate behavior or demonstrate inadequate attendance.
7. Once a student is enrolled in a school, they shall not be required to reapply for an interdistrict transfer and shall be allowed to continue to attend the school in which they are enrolled, through the highest grade of that school, or unless otherwise specified in the transfer documents. However, the parent/guardian of the child must annually, during the period of priority enrollment, present to SMFCSD proof of qualifying current employment at the SMUHSD. Except as set forth herein, if the parent/guardian of the child is unable to present to SMFCSD adequate proof of qualifying current employment at the SMUHSD, the interdistrict transfer may be rescinded.

8. If the request is denied, the decision must follow the SMFCSD and County Board of Education Inter-district Appeals process. The Superintendent or designee shall notify the parent/guardian of a student who is denied an interdistrict transfer regarding the process for these appeals. (Education Code 46601) The County Board of Education decision is final.
9. Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict transfer denials or decisions while expulsion proceedings are pending, or during the term of the expulsion. (Education Code 46601)

Regulation SAN MATEO-FOSTER CITY SCHOOL DISTRICT

Approved: