

**MT. DIABLO UNIFIED SCHOOL DISTRICT
STUDENT SERVICES OFFICE
INTRADISTRICT TRANSFER PROCEDURES
2012-2013**

Intradistrict applications are available beginning **October 3, 2011** at the District Office in Student Services, Wing D, James W. Dent Education Center, 1936 Carlotta Drive, Concord, CA 94519. **Completed applications for grades 1-12 must be submitted between October 3, 2011 and January 17, 2012 for the following school year. Only late applications due to change of address or special circumstances will be accepted after the January 17, 2012 deadline.**

A student may **only** apply for one transfer during a school year. If a student has applied for a school choice Intradistrict Transfer, then a subsequent NCLB/SBX5 4 Transfer will not be accepted.

At this time, transfer applications will not be accepted for **Meadow Homes Elementary, College Park HS or Clayton Valley HS**. Our School Board is considering the Clayton Valley High School charter petition. If the School Board approves the petition, Clayton Valley High School will become a charter school. Parents must apply directly to the Clayton Valley Charter School for student placement at this new school.

Types of Transfers

- **School Choice Intradistrict Transfer** – School Choice provides parents with an opportunity to apply for another MDUSD school other than their residence school.
- **No Child Left Behind (NCLB) Intradistrict Transfers** – NCLB provides parents whose student’s residence school is identified as *Program Improvement (PI)* to apply for attendance at a non-Program Improvement school. Program Improvement (PI) is a formal designation for Title 1 funded schools that do not make Adequate Yearly Progress (AYP) for two consecutive years.

NCLB Intradistrict Transfers are accepted from students whose residence school for 2012-2013 is listed below. Parents may only select two choice schools listed below. Transportation is provided from resident school to choice school.

PI Elementary Schools	Choice Elementary Schools
Bel Air	Ayers
Cambridge	Bancroft
Fair Oaks	El Monte
Meadow Homes	Gregory Gardens
Rio Vista	Mountain View
Shore Acres	Silverwood
Ygnacio Valley	Westwood
	Wren
PI Middle Schools	Choice Middle Schools
Oak Grove MS	Pine Hollow MS
Riverview MS	Pleasant Hill MS Sequoia MS

- **Open Enrollment SBX5 4 Intradistrict Transfers** – Open Enrollment SBX5 4 provides parents whose student’s residence school has been identified as *A Persistently Low Achieving* school to apply to a school anywhere within or outside of the district. The receiving school must have an API (Academic Performance Index) score that is higher than that of the resident school.

Open enrollment SBX5 4 applications are accepted from students whose residence school for 2012-2013 listed below. Parents may select any school with a higher API.

Parents must provide transportation.

Elementary	Spring 2011 API	School Choice- Spring API must be higher than the resident school
Bel Air	API- 671	
Meadow Homes	API -701	
Rio Vista	API- 735	
Shore Acres	API-672	
Middle School	Spring API	
Oak Grove	API- 638	

PROCEDURES

- **Application-** Intradistrict Transfer applications are to be completed, signed by parent and submitted by mail or in person by January 17, 2012 to the Student Services Office, James W. Dent Education Center, 1936 Carlotta Drive, Concord, 94519.
- **Lottery-**When more requests are received than there is space available to attend a specific school, the Student Services Office will conduct a public lottery among the applicants to fill any vacancies that may exist. The lottery is to be held by February 15, 2012 and parents will be notified by April 30, 2012 for 6th-12th grades and August 16, 2012 for K-5th grades of approval or denial of transfer request. Lottery dates are subject to change.
- **Incoming Kindergarteners:** Intradistrict Transfer applications for incoming kindergarteners may be requested on or after the student is registered at his/her school of residence on kindergarten registration day, February 1, 2012. These applications should be submitted no later than February 29, 2012. Transfers can only be accepted by registered students in MDUSD.
- **Enrollment Terms-**Once enrolled, the transfer is in effect through the 5th grade for elementary, 8th grade for middle school and through 12th grade for the high schools.
*PLEASE NOTE: Students on Intradistrict Transfers can be displaced prior to September 15 of each school year by students who reside in the school’s attendance area. (BP & AR 5116.1)
- **Enrollment Terms-**Students in 5th grade and 8th grade who wish to apply for an Intradistrict Transfer to middle or high school **other than their school of residence** must apply for a new Intradistrict Transfer for the next grade level.
- **Monte Gardens and Sequoia Elementary Schools and Cornerstone Family School** have a separate transfer process. Student Services Office DOES NOT handle these transfer requests. Please contact the school directly to be placed on a waiting list.