



## Solana Beach School District School Transfer Request Form

A family may request, on behalf of their student, placement at another Solana Beach School District school outside of the approved intradistrict open enrollment timeline if their address changes within SBSD boundaries or for extraordinary circumstances.

- If a School Transfer Request is approved, the approval is for that school year only.
- Families approved desiring to remain at the school beyond the year, must complete an Intradistrict Open Enrollment Request Form during the submission window as described in [Board Policy 5116.1](#)
- Only intradistrict open enrollment requests submitted, received, and approved during the Intradistrict Open Enrollment window allows a student to remain at the school without further requests and approvals.

The Executive Director of Student Services, in conjunction with the school administration, shall consider the needs and preferences of the student and parent(s)/guardian(s) before making an assignment, but is not obligated to accept the parent(s)/guardian(s) preference if the assignment is not feasible due to space constraints or other considerations. Transportation is not provided for any student approved for a school transfer request.

### Section A: To be completed by the parent/guardian

School Year 20__ - 20__			
Present School of Residence _____			Grade _____
Desired School of Attendance _____			
Student First Name _____		Student Last Name _____	
Student Address _____			
	<i>Street</i>	<i>City</i>	<i>Zip code</i>
Mailing Address _____			
(if different)	<i>Street</i>	<i>City</i>	<i>Zip code</i>
Telephone _____		(home) _____	(work) _____
Reason for Request _____			
_____			
_____			
Print name of parent/guardian _____			Date _____
Signature of parent/guardian _____			

### Section B: To be completed by the Student Services Department

Date received _____	Received by _____
---------------------	-------------------