

Transfer Requests: Please read the following summaries carefully as there are some changes in dates for Interdistrict transfers that have been approved by the Governing Board. Refer to the Governing Board Administrative Regulations for more information (AR 5117; AR 5116.1)

Interdistrict Transfers are transfers between different districts, and must be renewed annually.

Requests to transfer into San Bruno Park from another District:

A request for renewal of an interdistrict attendance permit must be submitted to the district between March 1 and March 31. Applicants requesting renewal of an interdistrict attendance permit will be advised by May 1 as to whether their applications have been approved, denied or wait-listed. Students placed on the wait-list will receive a final decision no later than July 1 proceeding the requested school year. A request for renewal of an interdistrict attendance permit submitted on April 1 or later will be processed as a new request. (San Bruno Park ESD AR 5117).

The Superintendent or designee will consider all new requests for interdistrict attendance permits that are approved by the district of residence and submitted to the district between April 1 and April 30 for the following school year. Applicants will be advised by May 31 as to whether their applications have been approved, denied or wait-listed. Students placed on the wait-list will receive a final decision no later than July 1 proceeding the requested school year. (San Bruno Park ESD AR 5117).

Requests to transfer out of San Bruno Park to another District:

Parents/guardians of students wishing to transfer out of the district shall submit a completed Interdistrict Attendance Application and Permit form for transfer between January 15 and April 30 for the subsequent school year. (San Bruno Park ESD AR 5117).

Applications will be approved or denied by the Superintendent or designee within 30 days, using the same criteria for those seeking admission to the District. Applicants will be notified in writing if the request is denied, and will be given the reason for the denial. Denials by the district may be appealed to the district Board. If the appeal is denied, the request may be appealed to the County Board of Education within thirty days of the district's final decision. (San Bruno Park ESD AR 5117).

Applications that are approved by the district must also be approved by the receiving district. Parents/guardians should advise the district of the final disposition of their request within five days of notification by the receiving district or the County Board of Education, in the case of an appeal. (San Bruno Park ESD AR 5117).

Intradistrict transfers are transfers between schools within the San Bruno Park School District. There are no changes to previous protocol at this time.

Those students who are currently on an intradistrict transfer will automatically continue if space allows. Students on a continuing intradistrict transfer may be displaced due to excessive enrollment of students residing within the attendance boundaries of the school and related effects of class size reduction. (San Bruno Park ESD AR 5116.1).

Parents wishing to request a new intradistrict transfer must submit an application to district no later than May 1. New applications will be considered by a lottery system held in early May; results will be mailed to parents. Students will be either accepted or wait-listed. Applications received after May 1 will be added to the wait list in the order received by the District. (San Bruno Park ESD AR 5116.1).