



**LOWELL JOINT SCHOOL DISTRICT**  
**INTER/INTRA DISTRICT TRANSFER AGREEMENT**

**STEP 1: To be completed by parent/guardian (please print)**

Transfer requested for: <input type="checkbox"/> Current school year <input type="checkbox"/> Next school year 20 ___ - 20 ___	Student's Grade	Date of Request
Student Name (Last, First)	Birth Date	Gender <input type="checkbox"/> M <input type="checkbox"/> F
Current or Last School of Attendance	Current or Last District of Attendance	
School of Residence	District of Residence <b>LJSD</b>	
School Requested	District Requested	
Parent/Guardian Name	Contact Number	
Email Address	Alternate Number	
Address	City/Zip	

Is the student currently pending disciplinary action or under an expulsion order?  Yes  No

What special services has the student received? (Check all that apply and attach proof of enrollment in the special program.)

Gifted (GATE)  Section 504  Special Education  English Language Learner  None

If student is receiving Special Education services, what is their current placement? (Please attach IEP)  None

Special Day (SDC)  Resource (RSP)  Speech or Vision  Pending Assessment  Other

What is the reason for the request? **Please provide supporting documentation.**

- Moved to LJSD during current school year
- Parent Employment - verification required
- Child Care – verification required
- Specialized Program – enrollment proof required
- Health & Safety – verification required
- Other \_\_\_\_\_

I have read the terms and conditions and understand the regulations and policies governing interdistrict transfer agreements and hereby submit my application I declare under penalty of perjury that the information provided above is true and accurate. I understand that the information provided is subject to verification and that the mere act of completing the application and providing all the required documentation **DOES NOT** guarantee that the request will be approved. I understand that this agreement is **for one school year only** and must be renewed annually. I understand the agreement may be revoked during the year based on the terms and conditions listed on the back of this agreement.

Parent/Guardian Signature \_\_\_\_\_ Relationship to Student \_\_\_\_\_

**LJSD INTRA-DISTRICT ONLY**  
**(from school to school within LJSD)**

LJSD SCHOOL OF RESIDENCE <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	LJSD SCHOOL REQUESTED <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended
Principals Signature: _____ Date: _____	Principals Signature: _____ Date: _____
Comments: _____	Comments: _____

**LJSD DISTRICT OFFICE**

Approved  Denied Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

**STEP 2: District of Residence**

Decision:  Approved  Denied

Comments: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

Title: Superintendent of Schools Date: \_\_\_\_\_

**STEP 3: Proposed District of Attendance**

Decision:  Approved  Denied

Comments: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT: If the interdistrict transfer agreement is approved by the district of residence (Step 2), the parent/guardian is responsible for submitting a copy of the approved agreement to the proposed district of attendance (Step 3)**

Reason for Request	Documentation Required
Child Care	<ul style="list-style-type: none"> <li>• Child care verification form filled out</li> <li>• Listing of days and hours child care will be provided</li> <li>• Signature of Child Care provider</li> </ul>
Employment	<ul style="list-style-type: none"> <li>• Employment verification form filled out</li> <li>• Letter on company letterhead verifying hours</li> <li>OR</li> <li>• Photocopy of current paystub</li> </ul> <p><i>*Parents must be employed full time.</i></p>
Specialized Program	<ul style="list-style-type: none"> <li>• Verify that the program is not offered at resident school</li> <li>• Letter on school letterhead verifying enrollment in program</li> <li>• Verify that program is offered at verifying school</li> </ul>
Change of Residence	<ul style="list-style-type: none"> <li>• During school year (when only a short period of time remains to adjust) – Letter explaining circumstances</li> <li>• Temporary (less than a year) – Letter/documentation explaining circumstances</li> <li>• Pending Permanent Move – Documentation of pending permanent residence</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Letter or report from a doctor, psychologist, or other appropriate person verifying health related issues (if applicable)</li> <li>• Police or school report supporting safety related issues (if applicable)</li> <li>• Letter from parent/guardian explaining the circumstance that an interdistrict permit is necessary under health and safety reasons.</li> </ul>
Final Year	<ul style="list-style-type: none"> <li>• To allow student to remain with class graduating that year (elementary or intermediate/middle)</li> </ul>

**TERMS AND CONDITIONS**

- This interdistrict transfer agreement is valid only for the school year granted; the arrangement expires at the end of each school year and must be renewed annually.
- This agreement may be revoked at any time by the district of attendance for the following reasons:
  - Student is excessively tardy or absent from school, or student is brought to school excessively early or left excessively late.
  - Student fails to uphold appropriate behavior standards.
  - Student has poor academic performance
  - Insufficient space in the school or grade level.
  - False or misleading information was provided.
  - Students or parents fail to follow school rules.
- Approval is subject to space availability in the district and may not be at the site requested
- Students who are eligible for Special Education Services may be asked to obtain an Inter/Intra –SELPA Agreement for Individuals with Exceptional Needs, in addition to the inter/intra district transfer agreement.
- No financial obligation shall be incurred by the district of residence for services rendered under this agreement.
- The parent/guardian is responsible for providing transportation to and from school.

\_\_\_\_\_ **Please initial indicating that you have read and understand the above.**