INTRA-DISTRICT TRANSFER PROCEDURES
FREQUENTLY ASKED QUESTIONS

1. Who is eligible for an Intra-District transfer?
   Answer: Students residing within the Bonita Unified School District attendance area may apply for enrollment at another school within the District pending available space.

2. Will busing be provided for my student attending a school on an Intra-District transfer?
   Answer: Parents are required to provide transportation for students.

3. Where and when can I get an Intra-District transfer application?
   Answer: Applications are available at school sites for the 2010-11 school year beginning February 1, 2010.

4. What is the deadline for turning in applications?
   Answer: Intra-District transfers are processed throughout the school year. Because Intra-District transfer applications are approved in the order received, early application is strongly recommended.

5. How are Intra-District transfers processed?
   Answer: Parents who wish to apply for an Intra-District transfer should complete an application to obtain a release from their school of residence. Once the principal has approved the release, parents may take the application to the requested school, or the school secretary will forward the application to the requested school.

6. Must Intra-District transfers be renewed annually?
   Answer: Yes.

7. How will I know if my Intra-District transfer application is approved?
   Answer: Parents will be notified by mail through the office of Student Support Services. Permits may be denied if all requirements of the permit are not followed by the student (i.e. grades, attendance, and citizenship).

8. Does the Intra-District transfer process apply to my special education student?
   Answer: Transfer requests for a student enrolled in a Special Education Program will be considered as part of the Individual Education Program (IEP) process and approved by District administration.

9. Does my child have priority if his/her sibling already attends a school through the Intra-District transfer process?
   Answer: Every effort is made to accommodate a parent’s request to have siblings attend the same school. However, decisions are made based on space limitations, and applications are considered in the order in which they are received.

10. If after enrolling in a school through the Intra-District transfer process, I decide to go back to my original school of residence, what steps do I take?
    Answer: Parents may request that the Intra-District transfer be rescinded. However, enrollment at the student’s school of residence may take place only if space is available.

11. Who should I contact with any other Intra-District transfer questions?
    Answer: Contact the Office of Student Support Services, 909-971-8200, Ext. 5321 or the school secretary.