

**RJUHSD PROCEDURES FOR INTRADISTRICT TRANSFERS  
2017-2018**

**Students who reside in RJUHSD district boundaries are expected to attend the high school in their attendance area.** RJUHSD's open enrollment policy provides for transfers between schools only when space is available at the requested school and there is family transportation for the student. Due to impacted enrollment at several schools, transfers between schools will be reviewed and may be granted when an older sibling *concurrently* attends the requested school, for the IB Program, when English Learner or Special Education services are required at a different school, or in situations where unique, compelling circumstances are present.

**DEADLINE:** Intradistrict transfers for the **2017-2018** school year will **ONLY** be considered between **January 17, 2017 and February 17, 2017** or within a 15-day period after a student moves from one boundary area to another boundary area within the RJUHSD.

**Students who apply for and are granted an intradistrict transfer *must attend the requested school for that requested school year* and will not be able to return to the resident school for that school year.**

**Fall 2017 ENROLLMENT AND ENROLLMENT CAPS FOR 2017-2018**

<b>SCHOOL</b>	<b>Projected Fall 2017 ENROLLMENT</b>	<b>ENROLLMENT CAP</b>	<b>INTRADISTRICT OPENINGS</b>
ANTELOPE	1848	1875	Limited
GRANITE BAY	2047	2075	Limited
OAKMONT	1888	1925	Limited
ROSEVILLE	1991	2025	Limited
WOODCREEK	2160	2150	CLOSED

**ATHLETIC ELIGIBILITY:** Student transfers may affect athletic eligibility. Additional athletic eligibility information is available at [www.cifsjs.org](http://www.cifsjs.org) (Constitution: Article 2, Eligibility Requirements: "Transfer Eligibility," Bylaw 214).

**IMPORTANT:** A student on an Intradistrict Transfer Agreement is required to maintain good attendance, satisfactory academic progress and proper behavior as determined by the Principal. Attendance problems, discipline problems and/or failure to earn credits toward graduation may be reason to revoke an Intradistrict Transfer Agreement at any time.

**TO APPLY:** To apply for an Intradistrict Transfer to another school, the parent/guardian must complete and return an Intradistrict Transfer Request form to the District Office with **a copy of a current PG&E, SMUD or City of Roseville utility bill.** (If an older sibling attends the requested school, his/her name should appear in the "reason" section.) **Incoming 9<sup>th</sup> grade students must also include a copy of recent grades, an attendance report and disciplinary records from their current school.** All Intradistrict Transfer Requests, and additional documentation, must be hand-delivered or mailed (postmarked) to the District Office by **Friday, February 17, 2017.**

**WAIT FOR NOTIFICATION:** The District will notify the parent/guardian of approval or denial of an Intradistrict Transfer in a timely manner. ***Until your notification is received, please follow the registration process at your resident school.***

**REMINDER:** Intradistrict transfers will only be considered during the Open Enrollment period of **January 17, 2017 through February 17, 2017** or upon recommendation of RJUHSD Administration.

Roseville Joint Union High School District  
1750 Cirby Way, Roseville, CA. 95661  
(916) 786-2051

**Application for INTRADISTRICT ATTENDANCE AGREEMENT  
School Year 2017 - 2018  
Transfers between District Comprehensive High Schools**

Student: \_\_\_\_\_ **Sp. Ed. Svcs:** Yes No DOB: \_\_\_\_\_

Present Grade: \_\_\_\_ Resident/Home School: \_\_\_\_\_ Current School: \_\_\_\_\_

Parent(s)/Guardian(s): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
(Please include apartment number if applicable)

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

We hereby apply to: transfer to / remain at **(circle one)** \_\_\_\_\_ High School for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**By our signatures below, we certify that we have read and accept the Conditions of this Intradistrict Transfer and that all additional documentation required (See Procedures for Intradistrict Transfers) has been attached.**

Date \_\_\_\_\_ Signature of Student

Date \_\_\_\_\_ Signature of Parent/Guardian

***For District Use Only***

Date \_\_\_\_\_  Approved \_\_\_\_\_  
 Denied Signature of Administrator  
(If applicable, Sp. Ed. Director)

Date \_\_\_\_\_  Approved \_\_\_\_\_  
 Denied D.O. Administrator