



Student Support Services
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Student Intradistrict Transfer Procedures for the 2019-2020 School Year

February 25, 2019

Dear Parent/Guardian(s):

The Sweetwater Union High School District supports the neighborhood school philosophy. School boundaries are established for every district school and students are assigned to a home school. Students who live in a neighborhood school's attendance area receive priority to attend their school of residence.

To view the designated school of residence for your home address, go to <http://planningandconstruction.sweetwaterschools.org/boundaries/> and click on the **My School Locator** blue box.

The district realizes that there are valid reasons for students to be permitted to attend a school other than their school of residence as stated in [Administrative Regulation 5116.1](#). It is important to note that all of the middle and high schools in the district follow the same rigorous common core state curriculum.

If you wish to transfer your student within the district from their school of residence to another school, you may do so by completing a Transfer Application found at: <https://campusportal.sweetwaterschools.org/campus/portal/sweetwater.jsp>

For the 2019 – 2020 school year, all applications must be submitted online within the open enrollment window, which begins on **Monday, March 11** and ends **Friday, April 19, 2019**. Please note, intradistrict transfers will **no** longer be on a first come first serve basis nor will paper applications be accepted. All applications will be processed through a computerized random selection method, on **Tuesday, April 23, 2019**. No other documentation is needed during this time.

Approval of an intradistrict transfer request is contingent on space availability at the requested school. **Based on projected capacity, the following schools are highly impacted and have very limited capacity for Intradistrict Transfer Requests for the 2019–2020 school year: Eastlake High, Eastlake Middle, Olympian High, Rancho Del Rey Middle, and Bonita Vista High.** Although, you may be able to select one of these schools while applying online, please understand space is very limited and only one school and one application is permitted.

Intradistrict Application Information

Intradistrict transfer applications for students wanting to transfer for the first time will be available during the open enrollment window on: <https://campusportal.sweetwaterschools.org/campus/portal/sweetwater.jsp>. Your student's ID number (printed on this letter) will be required to apply. All applications must be **submitted by Friday, April 19, 2019. No exceptions.**

You may only apply **once** for an intradistrict transfer request per student. To protect the integrity of the process, the school selected at the time of applying is final; changes will not be possible once the application is submitted. In addition, if your student's transfer was revoked this year, choosing the same school for the 2019-2020 school year will result in an automatic denial. To prevent this from happening, we highly recommend selecting a different school.

Feeder school transfers from elementary to middle school are **NOT** automatic. Parents/guardians will need to submit an application under the categories eligible for transfers. Students in middle school who are currently on a transfer **WILL** automatically feed into the feeder high school without having to apply for an intradistrict transfer.

A student accepted for an intradistrict transfer, demonstrating appropriate behavior, attendance, and academic progress of a 2.0 GPA in scholarship and citizenship, might be allowed to continue until 12th grade. A student on an approved transfer must remain enrolled at the requested school for at least one grading period.

Please note that all intradistrict transfers may affect athletic eligibility for grades 9-12. Please contact the Athletics Office for further information at (619) 796-7720. Transportation will **not** be provided for approved intradistrict transfers.

For students with an active Individualized Education Program (**IEP**), the Special Services Department will verify if the Special Education program and/or services are available at the requested school prior to approval.

All responses for intradistrict transfer applications will be sent electronically to the email used at the time you applied by the first week of May 2019. Additional information for enrollment will also be provided at this time.

If your transfer request is denied, you can request an appeal to the Student Support Services Department within 10 school days of your notification of denial.

A parent can request a student intradistrict transfer from their school of residence to another school in the district under three categories. These categories are Family Togetherness, Unique Curriculum/Specialized Programs, and Voluntary Transfers. The following is a description of each transfer category:

Family Togetherness

A Family Togetherness provides a student an opportunity to attend the same school that their sibling is currently attending. Family Togetherness transfer requests will be based on enrollment capacity and space availability at the school requested.

Unique Curriculum/Specialized Programs

The following schools offer unique curriculum programs: International Baccalaureate at Bonita Vista High School and Castle Park High School, Foreign Language and Global Studies-FLAGS at Hilltop Middle School and Hilltop High School, and the School of Creative and Performing Arts- SCPA at Chula Vista Middle School and Chula Vista High School. These programs are open based upon enrollment capacity, space availability, and meeting program criteria.

Voluntary Transfers

Voluntary transfers include childcare needs, transportation, employment location and general preference for a given school. Voluntary transfers are open based upon enrollment capacity and space availability at the school requested.

Please call the office of Student Support Services if you have any questions regarding the student transfer process noted above.

Respectfully,

Sonia Picos
Director, Student Support Services