**Interdistrict Transfer Process**

If you reside outside the boundaries of the Claremont Unified School District, but would like your child to attend a Claremont Unified school, please follow the process below.

1. Interdistrict transfer applications may be submitted for the next school year for transitional kindergarten and kindergarten beginning February 1 and March 1 for all other grades.

2. Obtain an Interdistrict Attendance application (release form) from your district of residence.

3. Obtain a current attendance record, discipline record, and report card from your child's school (does not apply to incoming Transitional Kindergarten and Kindergarten students).

4. Submit the application, plus the documentation from step (2) to your district of residence and ask them to mail the package of information to Claremont Unified School District once your application has been approved for release.

5. Once the application is received by Claremont Unified School District, it will be reviewed to check that capacity exists in the requested grade level and any special programs. If the student has an active IEP, there is an additional review step by the Special Education Department. For students with an IEP, a permit may be denied if any of the services required by the IEP do not exist at the requested school, or if any of the services required by the IEP are at capacity. This review step will add additional time to the overall review process.

6. While request for a particular school will be taken into consideration, CUSD will place students based on space availability.

7. Following the review, the Office of Student Services will notify the parent/guardian of the final decision
   - Within 30 calendar days for a CURRENT YEAR REQUEST
   - As soon as possible, but no later than 14 calendar days after the beginning of the instruction in the school year for which the interdistrict transfer is sought.

8. If you are a RESIDENT of CUSD and are seeking a transfer to another school district, you must submit a request for an interdistrict transfer permit at the CUSD Student Services Office. A written response to the request to transfer outside of CUSD will be completed within 30 calendar days. A student who is denied may appeal to CUSD and if not successful to the county board of education.
To Maintain an Interdistrict Attendance Permit

A student's interdistrict transfer permit may be revoked at any time based on:

- Space availability at a school. Students may be given the choice to attend another school in the district where space is available.

- Irregular attendance: Regular attendance is necessary. Interdistrict transfer students must not be absent for more than 10% of the number of school days. In addition, excessive tardies will result in a transfer being revoked.

- Inappropriate behavior: The student will demonstrate appropriate behavior and a cooperative attitude, obeying all school rules and adhering to the Code of Conduct. An Interdistrict Transfer student will not have more than 5 behavior incidents in a year. A recommendation for expulsion will result in the transfer being revoked immediately.

- Unacceptable academic progress: Elementary Interdistrict Transfer students will make acceptable academic progress by completing all assignments as given and demonstrating successful promotion to the next grade level. Secondary Interdistrict Transfer students must maintain a minimum 2.5 GPA.