

**INTRA-DISTRICT ATTENDANCE APPLICATION**  
**SHASTA UNION HIGH SCHOOL DISTRICT**  
**2200 Eureka Way, Suite B • Redding, CA 96001 • (530) 241-3261**

School of Origination: EHS FHS PHS SHS SCA  
 Transfer School: EHS FHS PHS SHS SCA

For School Year: \_\_\_\_\_

It is the policy of the District that students shall attend the school serving their residence area. Exceptions to this policy may be made consistent with District policies if it is clearly in the best interest of the student to transfer to another District school. Applications usually require a minimum of 30 days to process and are subject to review on an annual basis.

Requests for all exceptions must be approved by the District Superintendent. Students must furnish their own transportation if granted permission to attend a school outside their area of residence.

Under California Interscholastic Rules, students who change schools without a corresponding change in the residency of the parents may be ineligible to participate in athletics for one year. Student must have approval from the principal of the receiving school in order to be eligible.

Intra-District attendance permission is subject to revocation for violations of school, District or state rules and regulations. Students must maintain a 2.0 GPA or higher and good behavior and attendance to continue attending transfer school.

• I hereby request that my son/daughter, \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_  
 be permitted to attend: \_\_\_\_\_ School of Residence: \_\_\_\_\_ Current School of Attendance: \_\_\_\_\_

Student's Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

\_\_\_\_\_  
 Parent Signature Date

- Is this student currently in Special Education? YES NO Does this student have a 504 status? YES NO
- Has this student participated in sports? YES NO

If Yes, list which sports and dates participated: \_\_\_\_\_

Does this student plan to participate in sports at the transfer school? YES NO

If so, list which sports: \_\_\_\_\_

COUNSELOR (School of Residence): Review student records-Parent Conference-Review District Policies.

Counselor Recommendation: APPROVED NOT APPROVED

\_\_\_\_\_  
 SIGNATURE DATE

RATIONALE: \_\_\_\_\_

PRINCIPAL (School of Residence): Review student records- Parent Conference-Review District Policies.

Principal Recommendation: APPROVED  NOT APPROVED

\_\_\_\_\_  
 SIGNATURE DATE

\*PRINCIPAL (Transfer School): Consult Principal of originating school in making recommendation. If there is a disagreement, attach a note to that effect.

Principal Recommendation: APPROVED  NOT APPROVED

\_\_\_\_\_  
 SIGNATURE DATE

# SHASTA UNION HIGH SCHOOL DISTRICT

## Procedure for Inter- and Intra-District Transfers

Students wishing to attend a school other than their school of residence must complete one of the following forms: “*Inter-District Transfer*” (between districts) or “*Intra-District Transfer*” (between schools within the Shasta Union High School District.) All students wishing to transfer into this District must use the SUHSD Inter-District form.

### Procedure:

1. Contact the school of residence to obtain a transfer form. Forms may also be picked up at the Shasta Union High School District Office or may be printed from the SUHSD website.
2. Fill out the form completely. Note the high school of residence, the year of attendance for the requested transfer and the grade level of the student for the year of attendance.
3. Turn the transfer form in to the school of residence. (All transfers start from the school of residence.)
4. The principal will sign the form, indicating whether or not the transfer is recommended, and will send it to the school of requested attendance.
5. The principal of the transfer school will sign the form, indicating approval or denial, and will then forward the form to the Superintendent for final signature.
6. Upon final approval or denial of the request by the SUHSD Superintendent, you will be notified by letter of the results.
7. If you have any questions, you may call any of the schools or the SUHSD office.