

**EMPLOYMENT RELATED REQUEST FOR TRANSFER
OF A SCHOOL PUPIL**

[Pursuant to Education Code Section 48204(b)(see reverse)]

PART A: Parent/Guardian fill out this section and RETURN TO DISTRICT OF EMPLOYMENT:

School Year Requested _____ District of Residence _____
District of Employment _____ Parent/Guardian _____
Grade Level (for year requested) _____ Home Address _____ City _____ Zip _____
Home Phone _____ Work Phone _____

_____, of whom I am the parent or legal guardian, is a student in the
(Student's name)

_____ School District. I request transfer of this pupil under the
provisions of Education Code Section 48204(b). **Employment must be verified annually.**

I am employed by:

_____ (name of employer)
_____ (employment address)
_____ (employment phone)

Place of employment located in the _____ School District.

Contact district for specific employment verification requirements.

VERIFICATION OF EMPLOYMENT MUST BE ATTACHED

I declare under penalty of perjury that the information provided above, including the reason for request, is true and accurate. I understand that this information may be verified, and inaccurate or false information, may subject my request to denial or revocation.

Parent/Guardian Signature: _____ Date: _____
(Parent – Do not write below this line.)

PART B: Action by District of Parent Employment: Date received by district: _____

- [] Employment of parent/guardian in this district has been verified and the governing board of this district has **conditionally* approved** the requested transfer.
- [] The request for transfer is **denied** pursuant to a determination by the governing board as recorded in the minutes of the board meeting on _____ (meeting date). The reasons for this determination are attached.

By: _____ District: _____
Authorized Representative

Title: _____ Date: _____

* Approval is contingent upon a determination as to whether the additional costs of educating the pupil would exceed the amount of additional state aid received as a result of the transfer.

PART C: Notification to District of Residence

Notification to district of residence for purposes of determination under Education Code 48204(b), (6), (A), (B) or (C).

California Education Code 48204(b): Residency Requirements

Notwithstanding Section 48200, a pupil shall be deemed to have complied with the residency requirements for school attendance in a school district, provided he or she is any of the following:

(b) A school district may deem a pupil as having complied with the residency requirements for school attendance in the school district if one or both the parents or legal guardians of the pupil is employed within the boundaries of that school district.

(1) This subdivision does not require the school district within which the parents or guardians of a pupil are employed to admit the pupil to its schools. Districts may not, however, refuse to admit pupils under this subdivision on the basis, except as expressly provided in this subdivision, of race, ethnicity, sex, parental income, scholastic achievement, or any other arbitrary consideration.

(2) The school district in which the residency of either the parents or guardians of the pupil is established, or the school district to which the pupil is to be transferred under this subdivision, may prohibit the transfer of the pupil under this subdivision if the governing board of the district determines that the transfer would negatively impact the court-ordered or voluntary desegregation plan of the district.

(3) The school district to which the pupil is to be transferred under this subdivision may prohibit the transfer of the pupil if the district determines that the additional cost of educating the pupil would exceed the amount of additional state aid received as a result of the transfer.

(4) The governing board of a school district that prohibits the transfer of a pupil pursuant to paragraph (1), (2) or (3) is encouraged to identify, and communicate in writing to the parents or guardians of the pupil, the specific reasons for that determination and is encouraged to ensure that the determination, and the specific reasons therefor, are accurately recorded in the minutes of the board meeting in which the determination was made.

(5) The average daily attendance for pupils admitted pursuant to this subdivision is calculated pursuant to Section 46607.

(6) Unless approved by the sending district, this subdivision does not authorize a net transfer of pupils out of any given district, calculated as the difference between the number of pupils exiting the district and the number of pupils entering the district, in any fiscal year in excess of the following amounts:

(A) For any district with an average daily attendance for that fiscal year of less than 501, 5e percent of the average daily attendance of the district.

(B) For any district with an average daily attendance for that fiscal year of 501 or more, but less than 2,501, 3 percent of the average daily attendance of the district or 25 pupils, whichever amount is greater.

(C) For any district with an average daily attendance of 2,502 or more, 1 percent of the average daily attendance of the district or 75 pupils, whichever amount is greater.

(7) Once a pupil is deemed to have complied with the residency requirements for school attendance pursuant to this subdivision and is enrolled in a school in a school district whose boundaries include the location where one or both parents of a pupil is employed, or where the legal guardian of the pupil is employed, the pupil does not have to reapply in the next school year to attend a school within that school district and the district governing board shall allow the pupil to attend school through the 12th grade in that district if the parent or guardian so chooses and if one or both of the pupil's parents or guardians continues to be employed by an employer situated within the attendance boundaries of the school district, subject to paragraphs (1) to (6), inclusive.

(c) This section is inoperative on and after July 1, 2007, and as of January 1, 2008, is repealed, unless a later enacted statute, that becomes operative on or before January 1, 2008, deletes or extends the dates on which it becomes inoperative and is repealed. (*Added by Stats. 2003, c.529 (S.B. 140), § 2, eff. Sept. 25, 2003.*)

INFORMATION:

1. Completed Employment Related Request for Interdistrict Transfer of a School Pupil starts with the district of employment. If approved at that level, forward to district of residence.
2. There are no appeal provisions to the Marin County Board of Education on employment related requests.