



Spring, 2023

Dear Parents/Guardians of Miller Creek Elementary School District Students:

PLEASE NOTE: This letter does NOT apply to inter-district transfer students-- who reside outside the Miller Creek School District attendance area.

The Miller Creek School District has adopted an Open Enrollment (Policy 5119.1) allowing parents to make a choice regarding the school their child attends. If the "school of choice" is outside the student's attendance area, the parents may *apply* for an **intra-district** transfer requesting that school. These requests must be submitted by June 30, 2023.

After students living within the attendance area of the desired school are placed, those who have applied for an **intra-district** transfer will be placed at the desired school **if there are openings at the appropriate grade level**. If more students apply than openings exist, the decision will be made by lot, with siblings of students already attending that school given priority. A waiting list will be established, also by lot, to determine the order in which students may be accepted as openings occur.

NOTE: School bus transportation is not available to schools outside the student's attendance areas.

CURRENT INTRA-DISTRICT TRANSFER STUDENTS NEED NOT REAPPLY. However, the student may be subject to displacement prior to the beginning of the next school year due to increased enrollment of students residing in the attendance area.

The District will make every effort to inform applicants by mail, prior to August 1, whether their application has been approved, denied, or placed on a waiting list.

If you are interested in applying for an **intra-district** transfer for your student, please fill out the form below and return to: **Intra-Districts Department, Miller Creek School District, 380 Nova Albion Way, San Rafael, 94903 by June 30, 2023.**

INTRA-DISTRICT TRANSFER REQUEST

Student(s) Name

Grade Entering in 2023/24

Address: _____

Phone: _____

School Requesting 2023/24: 1st Choice _____ 2nd Choice _____

Currently attending a Miller Creek District School _____ (which site)

Does Student have siblings at school requested? Yes ___ No ___ if yes, name of Sibling: _____

Parent/Guardian Signature: _____ **Please Print Name:** _____
(please circle one: Mr. Ms. Mrs.)

Address (if different from above): _____