

**EMPLOYMENT-RELATED REQUEST FOR TRANSFER OF A SCHOOL PUPIL
Pursuant to Education Code Section 48204(b)**



Complete one form for each student and return to the school district where at least one parent/guardian's place of employment is located within the school district boundaries. Contact the desired district of attendance for specific employment verification requirements.

Date received by District: _____

STEP 1: To Be Completed by Parent/Guardian

School Year Requested: _____

_____	_____	_____	_____
District of Residence	Home Address	City	Zip
_____	_____	_____	_____
Parent/Guardian	Home Phone	Work Phone	

_____, of whom I am the parent/guardian, is currently a student in the
(Student's Name)
_____, School District, and is enrolled in the _____ grade.

I am requesting the 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)

My place of employment is located within the _____ School District boundaries.

VERIFICATION OF EMPLOYMENT MUST BE ATTACHED

I declare under penalty of perjury that the information provided above, including the reason for the 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/Guardian – do not write below this line.)

STEP 2: District of Desired Attendance

- Employment of parent/guardian within the boundaries of this school district has been verified and approved. Approval is based on the desired district of attendance district Board Policy and/or Administrative Regulations. The reason(s) for this approval are attached.
- Notification to the District of Residence has been made. for purposes of determination under Education code 48204(b), (6), (A), (B), or (C)
- The transfer request is denied under the determination of the desired district of attendance. The reason(s) for this denial are attached.

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/she/they is any of the following:

(b) A school district may deem a pupil to have complied with the residency requirements for school attendance in the school district if at least one parent or the legal guardian of the pupil is physically employed within the boundaries of that school district for a minimum of 10 hours during the school week.

(1) This subdivision does not require the school district within which at least one parent or the legal guardian of a pupil is employed to admit the pupil to its schools. A school district shall not, however, refuse to admit a pupil 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 the legal guardian 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 school district determines that the transfer would negatively impact the court-ordered or voluntary desegregation plan of the school 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 school 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 paragraphs (2), (3), or (4) is encouraged to identify, and communicate in writing to the parents or the legal guardian of the pupil, the specific reasons for that determination and is encouraged to ensure that the determination, and the specific reasons for the determination, 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 school district, this subdivision does not authorize a net transfer of pupils out of a school district, calculated as the difference between the number of pupils exiting the school district and the number of pupils entering the school district, in a fiscal year in excess of the following amounts:

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

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

(C) For a school district with an average daily attendance of 2,501 pupils or more, 1 percent of the average daily attendance of the school 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 the boundaries of which include the location where at least one parent or the legal guardian of a pupil is physically employed, the pupil does not have to reapply in the next school year to attend a school within that school district and the governing board of the school district shall allow the pupil to attend school through grade 12 in that school district if the parent or legal guardian so chooses and if at least one parent or the legal guardian of the pupil continues to be physically employed by an employer situated within the attendance boundaries of the school district, subject to paragraphs (2) to (7), inclusive.

INFORMATION

1. Completed employment-related request for interdistrict transfer of a school pupil(s) starts with the district of desired attendance. If approved, at that level, forward to the district of residence.
2. There are no appeal provisions to the Marin County Board of Education on employment-related requests.