



INTRA-DISTRICT TRANSFER REQUEST FORM

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

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

Spring 2024

The Miller Creek School District has adopted an Open Enrollment (Policy 5116.1) 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, 2024.

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, fill out the form below and return it to:
Superintendent’s Office, Miller Creek School District, 380 Nova Albion Way, San Rafael, 94903 by June 30, 2024.

INTRA-DISTRICT TRANSFER REQUEST

Student(s) Name		Grade Entering 2024-25	
Address			
Mobile #		Email:	
School Requesting		1st Choice	2nd Choice
Currently attending a Miller Creek District School? Which site?			
Does the student have a sibling at school requested?		<input type="checkbox"/> Yes, name of sibling: <input type="checkbox"/> No	
Parent/Guardian Signature		Print Name	
Address (if different from above):			