

SEQUOIA UNION HIGH SCHOOL DISTRICT

480 James Ave., Redwood City, CA 94062



Instructions for Requesting an Inter-District Transfer

Inter-District Transfers should be requested if a student would like to **leave** our district to attend one of the surrounding districts. An inter-district transfer is also used to request a transfer **into** the Sequoia Union High School District from one of the surrounding districts. Please refer to the detail instructions listed below.

Transferring **INTO** the Sequoia Union High School District:

- Students living outside of the Sequoia Union High School District boundary wanting to transfer INTO the Sequoia Union High School District attendance area need to direct a letter to their home district office requesting a release.
- You should contact your home district to ensure there are not other steps involved in requesting a release as each district does not have the same procedure.
- If your home district approves your request for a release, then your request will be forwarded to the Sequoia Union High School District. We will then notify you of the district's decision.
- You may hand deliver a release from your home district if you would like. If you are hand delivering your release, you must also fill out the Inter-District Transfer Request form (the form will not be accepted without a release).
- The process usually takes 7-10 business days and it is **very unlikely** that transfer requests into the district will be approved for new students.

Transferring **OUT** of the Sequoia Union High School District:

- Parents of students living inside the Sequoia Union High School District attendance area who wish the student to attend a school in another district must fill out the Inter-District Transfer Request Form and submit it to Donald Milhaupt, Director of Student Services.
- The form must be completely filled out in order to be processed.
- You must indicate if your student requires special education services as the request would need to be routed to our Director of Special Education.
- You may drop off your request in person at the District Office. If you would like to mail your request, address it to:

Sequoia Union High School District
Attn: Donald Milhaupt
480 James Ave.
Redwood City, CA 94062

***If you would like to know the status of your request, please call Cynthia Guerra at (650) 369-1411 Ext. 22211 or email cguerra@seq.org. Please allow 7-10 business day's for processing.