

SEQUOIA UNION HIGH SCHOOL DISTRICT

480 James Ave., Redwood City, CA 94062



Inter-District Transfer Request Form

Student First Name: _____ Student Last Name: _____

Current Grade: _____ Grade in school year requested: _____

Address: _____ City: _____ Zip: _____

Phone Number: _____ Alternate Phone Number: _____

Email: _____ Parent/Guardian Name: _____

Does your child require special education services? ☐ NO ☐ YES, RSP or SDC?

Home District: _____ Home School: _____

Requested District: _____ Requested School: _____

Current School: _____

School Year Requested: _____ Is this a NEW request or a RENEWAL? _____

Name of person submitting this request: _____ Relationship to Student: _____

Reason for wanting transfer: _____

X _____

Parent Signature

****Please note that we require 7-10 business days for processing.***

TRANSFER STATUS (FOR OFFICE USE ONLY)

☐ **Approved**

☐ **Denied**

Notes: _____

X _____

**Donald Milhaupt
Administrator of Enrollment**

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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 Enrollment. 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 Special Education Director, Debbie Touns. 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. 2211 or email cguerra@seq.org. Please allow 7-10 business day's for processing.**