



Spring Transfer Request

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September | 2016

Transferring to a higher preferred school

What is a Spring Transfer Request?

Students enrolled in SFUSD for Fall 2016 may submit a Spring Transfer Request for a spring semester transfer to a higher preferred school that has vacancies that may have occurred during the fall semester. The dates for submission for a Spring Transfer Request will be between September 1 and November 18, 2016

Parents may submit a transfer request for **one school** with the understanding that a new assignment may be offered for the spring semester. Parents who submit a transfer request must be **willing to give up their child's current**

placement at the semester break if they are offered their requested transfer to a higher-preferred school. There will be no opportunity to return to the previous school after a spring transfer assignment is completed.



Key dates

September 6, 2016 End of Student Assignment Process for SY 2016-2017

09/01/16–11/18/16 You may submit a Spring Transfer Request

November 23, 2016 Deadline to cancel the Spring Transfer Request

January 3, 2017 Beginning of Spring semester

Educational Placement Center
(Temporary Location)
655 De Haro Street
San Francisco, CA 94107
Phone: 415-241-6085
Fax: 415-241-6087

Identified Openings

After September 6, any available openings that occur in a school, grade or program during the fall semester will be held open until the end of the semester if there are pending transfer requests. The openings will not be filled on a first-come, first-serve basis. An assignment run will be conducted in December using the appropriate tiebreaker process for the school/program requested.

New SFUSD Students

New enrollees into SFUSD will be offered enrollment into schools that do not have pending requests for transfers. They will not be offered any school openings where there are transfer requests unless they are a younger sibling of an enrolled student in the school and there are no other siblings in the transfer pool. If there

are other siblings with transfer requests, then the placement cannot be offered. New students who are enrolled may submit a transfer request within the same timeframe as all other students.

Important Note: The "Spring Transfer Process" is only offered to SFUSD students who are enrolled in the Fall 2016 semester. Students who withdraw from SFUSD cannot participate in the transfer process.

The student assignment process will be completed after Labor Day on September 6, 2016. After this date, no further transfers between schools are allowed until Spring.

Transfer Process

The transfer run will be conducted and completed prior to the spring semester (winter break) for active SFUSD students. No further transfers will be allowed after that point.

Any assignment offers from transfer requests will be mailed out to families prior to the beginning of the Spring semester which begins on January 3, 2017. Requests will be processed with the understanding that the student will relinquish the assignment at the previous school in order to receive the transfer school.

Again, there will be NO opportunity to choose between the previous school and the transfer school. Any submitted transfer requests will be active unless the parent cancels the request prior to November 23, 2016.

After the completion of the Spring Transfer assignment run, all pending transfer requests will be dissolved. Any families who have a transfer request that could not be granted should submit an enrollment application form for the new enrollment cycle for the following school year.

Any openings that occur in the spring will be available for new students to enroll IF the opening has not been filled in the enrollment cycle for the following school year.

Enrollment Cycle for 2017-2018 School Year

In the event that a transfer request cannot be granted, it is recommended that students who desire a higher preferred school submit an enrollment application for a transfer for the 2017-2018 school year in addition to submitting a spring transfer request. The enrollment applications should be submitted for the March Placement Period from October 31, 2016 to January 13, 2017.

If a spring transfer request can be offered, then the parent should cancel the enrollment application for the next year's transfer.

Spring Transfer requests are also accepted for students who are enrolled on interdistrict permits.

2016-2017 SPRING TRANSFER REQUEST

Student Information (please print clearly)

Student's Name

Last First Middle

Student's Grade for 2016-17 **Birthdate**
 MONTH DATE YEAR

Current School

Requested School for Spring Semester Transfer
 PROGRAM SCHOOL NAME SCHOOL#

ATTENTION: If the SFUSD is able to assign my child to the requested school for the spring semester, I understand the new assignment will replace the previous school.

Parent/Guardian (print name) _____

Signature: _____ **Date:** ___ / ___ / ___ **Phone #** _____

Return this form to the EPC by November 18, 2016. Parent must provide picture I.D. with this request.

Official use only		Official use only		Official use only		Official use only		Official use only	
Submitted at	Taken by	Date	Appointment	Lang. Assess.	HO#	Entered by	Date		