

APPLICATION DATES: APRIL 1 TO MAY 31

Name of Student(s)

Grade in 2022-2023

School in Attendance Area

School Requested

Parent/Guardian Name

Work Phone

Address

Home Phone

This request is made for the following reason(s):

Please Note: Notifications regarding the disposition of transfer requests may not be provided until a few days before the start of school.

- "Intra-District transfers" are defined as students who request a transfer from their home school to another school within the district.
- If approved, Intra-District transfers are permanent; no annual renewal is required. A return to the home school would only be allowed if space is available at the grade level.
- Requests for intra-district transfers are considered if space is available after all continuing students and new students living in the attendance area have been placed in classes for the school year.
- Requests for intra-district transfers will be considered just prior to the start of the school year. Notifications of approval or denial may not be provided until a few days before the start of school.

"I have read and understand the information above and the timeline for consideration of this request."

Parent/Guardian Signature

Date

Please **SUBMIT** this completed request to:

Angel Sorenson, 8 Altarinda Road, Orinda, CA 94563

OR EMAIL TO: asorenson@orinda.k12.ca.us

☐ **Approved**

☐ **Denied**

Reason: _____

Superintendent/Designee

Date