

Interdistrict Transfers: Who Should Apply, How to Apply, and How to Respond If Denied

Before you apply, determine whether you need to apply. It is NOT necessary to renew an existing permit at the high school level for students who were in high school in the district of attendance as of January of 2011. A “district of attendance” is the district a student is attending through interdistrict transfer; a “district of residence” is the district whose geographic boundaries include a student’s home address. All the districts in Ventura County have agreed that, once approved, permits need to be renewed ONLY when a student matriculates to the next level (i.e., from elementary school to middle school, or from eighth grade to high school). Please refer to the letter on this website from Dr. Baarstad, CVUSD Superintendent, for clarification. Or contact the County Superintendent’s office at the number below.

You may want to arrange for a tour of Newbury Park High School. There are a number of things that make NPHS special, and we encourage you to determine whether our programs and schedule fit your needs. You will certainly want to be well-informed before deciding to apply for interdistrict transfer. Call Lynne Hill, 498-3676, ext. 1006, to arrange a time to see us.

Next, **consult the Board policy of your home district**. It will explain the guidelines under which the home district operates. These policies and administrative regulations are public record and should be posted on the respective district websites, along with the application form itself. Submit your request to your home district, or “district of residence.”

Be sure to list **ALL the reasons** you have for requesting the transfer, as those are the ONLY reasons that may be argued in appeal. (Note: If you have **already applied and were denied** by your home district, call them, and ask how to amend your original application IF you did not list all the reasons for your request on the form.)

If you have requested an interdistrict transfer from your home district, and you have not heard from them, check regularly with your home district for updates. Some neighboring districts have not been forthcoming with families about the results of their requests. Families have had to be persistent, sometimes necessitating a visit to the office of the district in question to demand a ruling. **IT IS IMPORTANT THAT YOU RECEIVE APPROVAL OR DENIAL FROM YOUR HOME DISTRICT PROMPTLY BECAUSE YOUR APPEAL (IF DENIED) MUST BE STARTED WITHIN 30 DAYS OF THE DATE ON THE ORIGINAL FORM OR DENIAL LETTER.** At least one neighboring district is issuing undated form letters of denial, which means the VCOE will use the date on your original request.

If your **request for an interdistrict transfer has been denied** by your home district, please be aware of the following:

- Much misinformation has been reported to us as having stemmed from neighboring districts. Please **call (805) 498-8896 for accurate information** directly from Mrs. Wong (Principal) or another member of the NPHS staff.
- Your request for transfer **can be appealed through the Ventura County Office of Education**, but you must act within 30 days to start the appeal process. Please contact the office of Stan Mantooth, Superintendent for specific information (383-1902). Ask for Nancy Akkerman.
- The County Board has a long history of finding in the favor of families. Assuming your reasons for transfer are legitimate, **do not be deterred** by the procedural obstacles.
- To get **information and forms for your appeal**, visit the Ventura County Office of Education website (www.vcoe.org). Click the “button” labeled “Board” on the right of the screen. Then look at the left column under the heading, “Interdistrict.” An explanation of the process as well as a link to the paperwork (bottom of the screen) can be found there.