

**Nevada Joint Union High School District**  
**11645 Ridge Road, Grass Valley, CA. 95945**  
**(530) 273-3351, Fax (530) 273-3372**

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PLEASE SUBMIT THE REQUEST FOR TRANSFER TO THE ASSISTANT PRINCIPAL OF THE SCHOOL WHERE YOU RESIDE. WHEN THE REQUEST IS APPROVED YOU WILL BE NOTIFIED AND WILL THEN BE ALLOWED TO ENROLL IN THE SCHOOL OF YOUR CHOICE. IN ORDER FOR YOUR TRANSFER TO BE APPROVED, YOU MUST REQUEST THE TRANSFER NO LATER THAN THE FIRST FIFTEEN (15) DAYS OF THE SEMESTER. (NJUHSD Administrative Regulation #5116.1)

**REQUEST FOR INTRA-DISTRICT SCHOOL TRANSFER**

Student Name: \_\_\_\_\_ Birthdate: \_\_\_\_ \ \_\_\_\_ \ \_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City, Zip Code: \_\_\_\_\_ Grade: \_\_\_\_\_

E-mail: \_\_\_\_\_

REQUEST  
TRANSFER FROM: \_\_\_\_\_ To: \_\_\_\_\_  
(school name) (school name)

Reason(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Parent comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

*See reverse for rules regarding athletic eligibility.*

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SCHOOL USE ONLY

***PHONE SCREEN INFORMATION***

Date: \_\_\_\_\_ Transferring Administrator: \_\_\_\_\_  
(signature)

Approved, effective: \_\_\_\_\_

Receiving Administrator : \_\_\_\_\_

## REGULATIONS PERTAINING TO INTRA-DISTRICT AGREEMENTS

### BOARD POLICY

Per Governing Board Administrative Regulation #5117.1, the Nevada Joint Union High School District has an open enrollment policy for intra-district transfers. This means a student may choose the district high school of his/her choice to attend, regardless of the student's physical address. **However the student/parent must complete an application for transfer within the first 15 days of a semester in order to transfer.**

If the Governing Board passes a resolution to cap the enrollment at district schools, an application may be denied based on excessive enrollments. If the student parent does not meet the 15 day deadline, the school site has the option to deny the transfer request.

### ATHLETICS

There are special eligibility requirements, governed by the California Interscholastic Federation (CIF), for students attending district schools on intra- or inter- district transfer agreements. **PLEASE CONTACT THE SCHOOL'S ATHLETIC DIRECTOR FOR MORE INFORMATION.** Be sure you understand the how these regulations will affect your student prior to requesting a transfer.

### **BUS TRANSPORTATION**

You are responsible for transporting your student to and from school. Transferring to a school out of your attendance area could create problems regarding transportation. If you are relying on bus transportation, please contact the bus garage for information on current routes.