

# Claremont Unified School District

170 W. San Jose Avenue, Claremont, CA 91711

(909) 398-0609, Ext 75006

Memorandum

**TO:** Parents of Students on Interdistrict Transfers

**DATE:** February 1, 2008

**FROM:** Michael K. Bateman

**RE:** 2008-2009 School Year Transfers

You are aware that transfers must be renewed each school year. *Often the District of Residence fails to process transfers before our May 15 deadline.* Therefore, to be reasonably assured of space in the Claremont Unified School District Program, it will be necessary for you to do the following:

1. Make your **interdistrict transfer request** at your District of Residence **before May 15**, preferably as soon as possible.
2. **Return this form to your child's school before May 15**, but after you have applied for your transfer at your District of Residence.
3. **By July 1, new interdistrict transfer applicants must provide** to the Claremont Unified School District school of choice the final **behavior, attendance, and academic records for the current year.**
4. **Please remember that admission to the school of choice in the Claremont Unified School District is contingent on prior performance and space availability.**

Name of Student	Date of Birth	2008-2009 Grade Level
School Currently Attending	School Requested	
District of Residence	Date of Interdistrict Transfer Application	
Name of Parent	Home Address	
City	Zip	Home Phone
		Work Phone

Reason for Request (as stated on the application completed at the District of Residence): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Parent Signature

**Note:** *This form will be used to reserve space requested (where possible). If the District of Residence denies the transfer or the dates do not correspond to the application, this space reservation is considered void.*

Code: \_\_\_\_\_