Mt. Pleasant School District
REQUEST FOR INTER-DISTRICT ATTENDANCE PERMIT
3434 Marten Avenue, San Jose, 95148, 208 223-3700

INTER-DISTRICT TRANSFER REQUEST PROCESS

In order to request an inter-district transfer to attend a school outside of the Mt. Pleasant School District, the parent/guardian of the child(ren) must do the following:

1. Complete and sign the Inter-District Transfer Request form. If the request is for more than two children, complete and attach an additional Inter-District Transfer request form.
2. For students not currently enrolled in a Mt. Pleasant School District school, entering TK or Kindergarten, provide proof of residency within the Mt. Pleasant School District.
3. Attach all required documents to the Inter-District Transfer Request.
4. Submit the completed Inter-District Transfer Request and all required supporting documents to the Office of the Superintendent.
   • Email to Alice DeLaRosa, adelarosa@mpesd.org or Carlene Valenti, cvvalenti@mpesd.org
   • Mail to Superintendent’s Office, Mt. Pleasant School District, 3434 Marten Avenue, San Jose, CA 95148
   • Deliver in person to the Superintendent’s Office

*Incomplete Transfer Request forms or Transfer Requests without the required documentation will be denied.

*The use of false information to secure a transfer will invalidate the transfer.

* Transportation to the requested district will be the responsibility of the parent/guardian.

TIMELINE
Current School Year: Transfer requests will be processed within 30 days of the request, for the current school year.
Following School Year: Transfer requests for the following school year may be submitted after March 1 for consideration, and will be processed within 90 days of receipt.
Following School Year: (30 days or less): Inter-District transfer requests received after June 1, will be processed within 30 days of the date received.

What happens if an Inter-District Transfer Request Denied?
If an Inter-District transfer request is denied, the student must enroll in their resident, or approved Mt. Pleasant School District school. The parent also has the option to appeal the denial of the Inter-District Transfer request following the steps below:
1. If Mt. Pleasant School District Staff denies an inter-district request from a district parent/guardian because it does not fall within the identified criteria or insufficient required information is presented, the parent/guardian may resubmit the Inter-District request with the additional information for consideration of appeal.

2. If the Inter-district request is denied, the parent/guardian may appeal in writing to the Superintendent. The parent/guardian must write a letter to the Superintendent and provide complete information on which a determination can be made. All appeals must be made in writing, and will be addressed solely in writing. The Superintendent will make the final decision within ten working days.

3. If the appeal is denied, the parent/guardian may appeal in writing to the Santa Clara County Board of Education, 1290 Ridder Park Drive, San Jose, California 95131-2398. The decision of the Santa Clara County Board of Education is final.

What happens if the Inter-District Transfer Request is approved?
If an Inter-District is granted, the approved transfer request will be mailed to the School District requested and to the parent/guardian. The decision to accept or deny the student in the requested district, is made by the requested district. Any documentation required by the requested district is the responsibility of the parent/guardian. The requested district will inform the parent/guardian of the decision. If both districts approve the request, the student(s) may enroll in the requested school.

Term of Inter-District Transfer Request
The inter-district transfer/permit, if granted, will be valid for up to 1 year. The agreement will continue in force only as long as the student demonstrates regular and punctual school attendance, satisfactory school behavior, and satisfactory academic achievement. Parents/Guardians may apply for a renew of the Inter-district transfer request after March 1, of the preceding school year.