

**APPLICATION DATES:  
January 23 to March 1, 2024**

\_\_\_\_\_  
**Name of Student(s)**

\_\_\_\_\_  
**Grade in 2024-2025**

\_\_\_\_\_  
**School in Attendance Area**

\_\_\_\_\_  
**School Requested**

\_\_\_\_\_  
**Parent/Guardian Name**

\_\_\_\_\_  
**Email Address**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Contact Phone**

<b>This request is made for the following reason(s):</b>

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:

**Ardis Atkins, 8 Altarinda Road, Orinda, CA 94563**  
**OR EMAIL TO: [aatkins@orinda.k12.ca.us](mailto:aatkins@orinda.k12.ca.us)**

**Approved**

**Denied**

**Reason:** \_\_\_\_\_

\_\_\_\_\_  
Superintendent/Designee

\_\_\_\_\_  
Date