

Before enrolling at a school in the Cajon Valley Union School District upon approval of an Application for Intradistrict Attendance Permit, it is important that you are informed of the following aspects of the District's intradistrict transfer policy #5116:

- Ê **SUBMISSION:** Parents/guardians shall initiate a transfer request on an Application for Intradistrict Attendance Permit available online at www.cajonvalley.net or at the District Office, Long-Range Planning Department, 750 E. Main Street, Room 8 in El Cajon. A separate application must be submitted for each child. Completed applications should be submitted no later than **February 1** for attendance during the following school year.
- Ê **NOTIFICATION:** Applicants will be informed via email of the transfer decision at the email address submitted on this application. If the application is waitlisted, the waitlist number shall be indicated in the email notification. For applications submitted by the deadline of February 1st, notifications of the decision will be emailed by May 1st. For applications submitted after the deadline, notifications may be emailed after May 1st.
- Ê **WAITING LIST:** If there are more applications than seats available, a waiting list will be established based on a random, unbiased lottery to indicate the order in which students may be accepted as openings occur. Applicants filing after the February 1st deadline may be added to a waiting list in the order in which they are received. Applicants will be contacted if space becomes available. Waiting lists may only remain

A student

regarded as a resident of the school district if the student is a resident of the district for at least 12 months prior to the date of enrollment. If a student's address changes during the school year, the student must be re-enrolled in the district of residence.

- Ê **FALSIFICATION:** Falsification of information on an application shall result in denial of the request or revocation of enrollment already granted.

- Ê **TRANSPORTATION:** The District is not responsible for providing transportation for students who are not residents of the district.