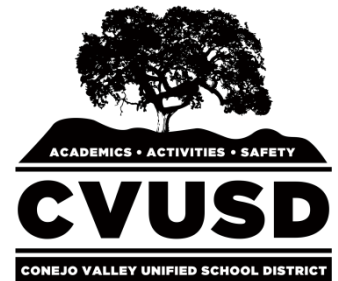


Office of Instructional Services

1400 E. Janss Rd.
Thousand Oaks, CA 91362
(805) 497-9511

Mark McLaughlin, Ed.D.
Superintendent



REQUIRED INTERDISTRICT TRANSFER DOCUMENTATION

ALL APPLICATIONS REQUESTING RELEASE FROM CVUSD

1. Complete the *Interdistrict Transfer Agreement* form and be sure to include a current email address. CVUSD Student Support Services will print student transcripts, attendance records, and discipline records for each interdistrict application.
2. Include documentation to support the request for transfer (i.e. Specialized Program, Continuing Enrollment, Change in Residence, etc.). Information detailing reason for request and required documentation can be found on the back page of the *Interdistrict Transfer Agreement* form. If none apply check 'Other' and include a letter explaining your rationale.
3. Submit the completed *Interdistrict Transfer Agreement* form, all accompanying school-related documentation AND documentation to support the request for transfer to the CVUSD Student Support Services office.
4. ****Student(s) must first be released from CVUSD before attempting to enroll in another district.****

ALL APPLICATIONS REQUESTING TRANSFER INTO CVUSD

1. Complete the *Interdistrict Transfer Agreement* form and be sure to include a current email address. All applications must include current: transcript and/or report card, attendance records, and discipline records. High school transcripts can be unofficial but MUST include ALL earned credits. If the student has no discipline records this must be either supported by student database documentation or via a signed statement from a school official on district/school letterhead.
2. Include documentation to support the request for transfer (i.e. Specialized Program, Continuing Enrollment, Change in Residence, etc.). Information detailing reason for request and required documentation can be found on the back page of the *Interdistrict Transfer Agreement* form. If none apply check 'Other' and include a letter explaining your rationale.
3. Submit the completed *Interdistrict Transfer Agreement* form, all accompanying school-related documentation AND documentation to support the request for transfer to the CVUSD Student Support Services office.
4. All special education or 504 applications require all of the items listed above AND a signed copy of the current 504 plan, annual review IEP or triennial review IEP.
5. ****Student(s) must first be released from the district of residence before attempting to enroll in CVUSD.****

SEND ALL COMPLETED INTERDISTRICT TRANSFER APPLICATIONS TO:

1400 E. Janss Road, Thousand Oaks, CA 91361

Attn: Instructional Services c/o
Kate Potter (*Applications for grades TK-5*)
Shannon Snyder (*Applications for grades (6-12)*)