

Spring, 2009

Dear Parents/Guardians of Dixie Elementary School District Students:

**PLEASE NOTE: This letter does NOT apply to inter-district transfer students--  
who reside outside the Dixie School District attendance area.**

The Dixie School District has adopted an Open Enrollment (Policy 5119.1) allowing parents to make a choice regarding the school their child attends. If the school of choice is outside the student's attendance area, the parents may *apply* for an **intra**-district transfer requesting that school. These requests must be submitted by June 30, 2009.

After students living within the attendance area of the desired school are placed, those who have applied for an **intra**-district transfer will be placed at the desired school **if there are openings at the appropriate grade level**. If more students apply than openings exist, the decision will be made by lot, with siblings of students already attending that school given priority. A waiting list will be established, also by lot, to determine the order in which students may be accepted as openings occur.

**NOTE:** School bus transportation is not available to schools outside the student's attendance areas.

**CURRENT INTRA-DISTRICT TRANSFER STUDENTS NEED NOT REAPPLY. However, the student may be subject to displacement prior to the beginning of the next school year due to increased enrollment of students residing in the attendance area.**

Applicants will be informed by mail, prior to August 1, whether their application has been approved, denied, or placed on a waiting list.

If you are interested in applying for an **intra**-district transfer for your student, please fill out the form below and return to: **Ginny Pheatt, Dixie School District, 380 Nova Albion Way, San Rafael, 94903 by June 30, 2009.**

## E

### INTRA-DISTRICT TRANSFER REQUEST

Student(s) Name

Grade Entering in 09/10

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Phone:** \_\_\_\_\_

**School Requesting 2009/10:** 1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_

**Currently attending a Dixie District School** \_\_\_\_\_ (which site)

**Does Student have siblings at school requested?** Yes \_\_\_ No \_\_\_ **If yes, name of Sibling:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Please Print Name:** \_\_\_\_\_

*(please circle one: Mr. Ms. Mrs.)*

**Address (if different from above):** \_\_\_\_\_