



# JAMESTOWN SCHOOL DISTRICT

18299 FIFTH AVENUE

JAMESTOWN, CA 95327

Phone (209) 984-4058 Fax (209) 984-0434

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Contessa Pelfrey, Superintendent

## **RE: Instructions for Interdistrict Transfer Permit Application**

If your child/children currently attend(s) school in the Jamestown School District and you reside outside the District's service area, it is necessary that, **every March, prior to the new school year**, that you renew the Interdistrict Transfer Permit. This arrangement occurs through the execution of an Interdistrict Transfer Permit approved by our Governing Board.

Interdistrict permits may be granted, according to the California Education Code and Board Policy, for a limited number of specific reasons. Additionally, these permits must be renewed annually.

Due to the need to determine appropriate staffing levels for the new school year, the period for renewals to occur is March. If you'd like your child to continue attending school within Jamestown School District next year, please:

1. Complete the '*Application for Interdistrict Transfer Permit*' located on our web site and submit it to the school district in which **you reside** requesting a renewal for the new school year. If you prefer, our district would be happy to **fax it to your district of residence school for you**.
2. Provide the Jamestown School District Office with a copy of the renewal request filed **by March of every year, preceding the new school year**.

**If you are a new enrollee**, please submit the Interdistrict Transfer Permit application to the District Office as soon as possible before enrolling. The application will be heard at the next Board of Trustee's meeting. You will be notified within 2 days following the Board meeting.

*NOTE: Please read the Interdistrict Transfer Permit carefully as it gives reasons for approving, denying, rescinding, and the appeal process and time-lines.*

If you have any questions, please feel free to contact me at the District Office, 209-984-4058, ext. 3155 or see Board Policy and Administrative Regulation #5117 posted on our website.

Thank you.

Sincerely,

*Kelly Gilbertson*

Kelly Gilbertson

Administrative Assistant

18299 Fifth Avenue

Jamestown, CA 95327

209.984.4058. Ext. 3155