

# Intra / Inter District Transfers

Please visit our website at [www.mjUSD.com](http://www.mjUSD.com) to request a transfer. Our window is open from **Nov 15th to Jan 31st**. If our window is closed please email us at [idttransfers@mjUSD.k12.ca.us](mailto:idttransfers@mjUSD.k12.ca.us) with the following information :

**Your name**

**Phone number**

**Whether you need an Intra or Inter District Transfer.**



## Intra / Inter District Transfers

- Intra District: You live within MJUSD attendance boundaries and would like to attend another MJUSD school. Should be renewed when going from one school to another. Example: Elementary School to Middle School.
- Inter District: You live inside or outside of MJUSD boundaries and are requesting to attend an MJUSD school or requesting to attend a school outside of MJUSD. Should be renewed yearly.

## Requirements

- There are limited reasons a transfer would be considered. **Example:** *Work related, Child care, Siblings already attend the same school.*
- You will be required to upload **supporting documents** when requesting your transfer.
- Uploading all required documents will make the process a lot smoother. If required documents are not submitted, your transfer will be sent back to you requesting that you upload them.
- If you are renewing a transfer please upload documents (report card, school ID) showing your child currently attends the school requested.

## Approved / Denied Process

- Transfers are approved based on space and meeting the requirements.
- New transfers will be approved or denied in **over the summer** once we know how many spots will be available for the following year. Some may happen after the first **10 days of school**.
- Please do not reach out to the school. You will be contacted by email once a decision has been made.