

School Districts of Sonoma County  
**Employment-Related Transfer**

For school year \_\_\_\_\_

For grade \_\_\_\_\_

Use a separate form for each child. Please type or print. See reverse for parent rights.

**Part A: Parent/Guardian completes this section and returns all copies to school district of parent/guardian employment.**

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
School District of Residence: \_\_\_\_\_ County: \_\_\_\_\_  
School Presently Attending or Last Attended: \_\_\_\_\_ Grade: \_\_\_\_\_  
School District of Parent/Guardian Employment: \_\_\_\_\_ County: \_\_\_\_\_  
School Requested: \_\_\_\_\_ (District retains the right to assign student to any school.)

Name of Parent/Guardian: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Employer Name: \_\_\_\_\_

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

Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**PLEASE ATTACH VERIFICATION OF EMPLOYMENT.** The most common means of verification is a letter from your employer or a paycheck stub. Contact your district of employment for specific employment verification requirements.

*I declare, under penalty of perjury under the laws of California, that the information provided above is true and accurate. I understand that this information may be verified and that inaccurate or false information may subject my request to denial or revocation. I further understand that my employment is subject to periodic verification.*

\_\_\_\_\_  
(signature of parent/guardian)

\_\_\_\_\_  
(date)

**Part B: School district of parent/guardian employment completes and forwards all copies to school district of residence.**

Action of District of Employment: \_\_\_\_\_ Date received: \_\_\_\_\_

**Approved** Employment verified on: (Date) \_\_\_\_\_ By: (Name) \_\_\_\_\_

**Denied** Reason for denial:  
 Negative impact on desegregation plan  
 Educational cost would exceed state reimbursement  
 Other: \_\_\_\_\_

\_\_\_\_\_  
(signature and title of authorized representative) Date: \_\_\_\_\_

**Part C: School district of residence completes and distributes copies as indicated below.**

Action of District of Residence: \_\_\_\_\_ Date received: \_\_\_\_\_

**Approved**

**Denied** Reason for denial:  
 Negative impact on desegregation plan  
 Transfer exceeds limits allowed by law

\_\_\_\_\_  
(signature and title of authorized representative) Date: \_\_\_\_\_

# **PARENT RIGHTS AND DUTIES**

## **Relating to Employment-Related Transfers**

As a parent or legal guardian, you have the right to:

- If a district elects to accept employment-related transfers, a parent or legal guardian may request that their child attend the school district in which the parent/guardian is physically employed. A student admitted to a school district under this law shall be deemed to have complied with the residency requirements for school attendance in that district.
- The district receiving the transfer request is prohibited from denying the request based on race, ethnicity, sex, parental income, academic achievement, disability, or any other arbitrary consideration.
- The district of residence and the district receiving the transfer request may prohibit the transfer if it would have a negative impact on a court order or voluntary suppression plan of desegregation for the district.
- The receiving district can prohibit the transfer if the additional cost of educating the student exceeds the amount of additional state aid received as a result of the transfer.
- The district of residence can prohibit the transfer if the transfer would result in the district exceeding its transfer limits, as specified by law.
- If the transfer request is denied, the law encourages the district Board to communicate in writing with the parents/legal guardians as to the specific reasons for the determination and to ensure that there is an accurate record of the reasons made at the Board meeting.
- Once the student has been admitted to the receiving district under this provision, the student is not required to re-apply in the next school year. The student shall be permitted to attend school in the receiving district through grade 12 if the parent or legal guardian so chooses and if at least one parent or legal guardian of the student continues to be physically employed in the district's boundaries. There is no right to appeal to the County School Board about any denial under this provision

You are encouraged to review the district's governing board policy for further information, additional parent / legal guardian rights and additional requirements of the district, if any.