

Janice L. Cook, Ed.D.

Superintendent

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Children Are First

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**Transfer Application Deadline
March 1, 2011**

January 2011

TO ALL STUDENTS – 2011-2012 ENROLLMENT OPTIONS

Dear Parent(s)/Guardian(s):

The Cajon Valley Union School District offers students the option of attending a school other than their designated school of residence. The District's student transfer policy allows parents/guardians of children residing within the District the opportunity to select the school they wish their child to attend, **pending space availability**.

NEW TRANSFER REQUESTS

Applications for new Intradistrict Attendance Permit should be submitted online at www.cajonvalley.net. If you are unable to apply on line, you may submit the form by fax at (619) 441-7898, at the school desired, or at the District Office at the address shown at the top of this letter. **Applications must be submitted by March 1, 2011.**

Should a school receive more applications than there are spaces available, approval will be determined through a random, unbiased selection process. All applications received by March 1 for the upcoming school year will be eligible for participation in this random selection process. Following this process, a waiting list will be established to indicate the order in which students may be accepted as openings occur. Requests made after March 1 will be added to the waiting list in the order received.

Parent(s)/guardian(s) will be notified in June of their application's approval or their child's placement on a waiting list. Your child must enroll and attend the school of residence for the 2011-12 school year until an Application for New Intradistrict Attendance Permit is approved.

CONTINUING TRANSFER STUDENTS

If you currently have a student who has an approved Application for New Intradistrict Attendance Permit for the current (2010-2011) school year and wish to continue at the same school next year, you do **not** have to reapply. However, you must inform the school of your intent to continue enrollment no later than **March 1**.

Questions regarding student transfers should be directed to any school principal.

Sincerely,

Janice Cook, Ed.D.
Superintendent

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