

Student Transfers – Information to Communicate:

Poway Unified School District Board Policy (PUSD) allows for transfers within and from outside the PUSD boundaries. There are two different types of transfers:

- ❖ A Request for **Intradistrict** Transfer (Form PP-126) is used to transfer from your school of residence to another school within the PUSD boundaries. The Request for **Intradistrict** Transfer form is available in the “Frequently Asked Questions (FAQ) about Transfers and Enrollment” under the “Hot Topics” section of our District website: www.powayusd.com. Once complete, the form may be mailed to PUSD Student Attendance and Discipline Office, 13626 Twin Peaks Rd., Poway, CA 92064, or may be hand delivered to our office located at: 13230 Evening Creek Dr., Ste. 207, San Diego, CA, 92128.

- ❖ The Application For **Interdistrict** Attendance Permit, San Diego County Office of Education Form 341, which is available at in our Student Attendance and Discipline Office, is used to transfer from a district outside of PUSD into one of our school sites. The process for transferring from another district into PUSD should begin at the district office of the student’s residence. The district of residence needs to release the student before PUSD can accept the student into one of our school sites. You may find more information regarding this type of transfer in the “FAQ about Transfers and Enrollment” under the “Hot Topics” section of our District website: www.powayusd.com.

If you are considering a transfer, we ask that you submit your request by **March 13, 2009.**