

# Intradistrict (and Interdistrict) Transfer Open Enrollment

Virtual Enrollment Fair





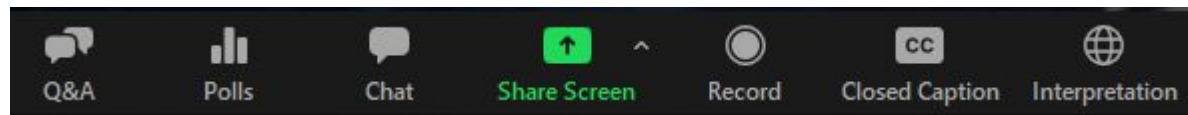
# Agenda for Today:

- Welcome & Introductions
- TK/Kindergarten Enrollment
- Intradistrict Transfer Open Enrollment Window
- Interdistrict Transfers Process
- Overflow of Students
- Questions & Answers (Q&A)
- District Contacts & Closing Thoughts



# Welcome & Introductions

## Zoom Webinar How-to-Participate



Ask your questions via the Q&A (Question & Answer) Tool for the panelists and moderators.

Interpretation in ASL, Dari, and Spanish available by clicking the Interpretation channel. Please make sure to mute the original sound.

This webinar is being recorded, and will be posted on the FACE YouTube Channel for those wishing to view the information.





# Welcome & Introductions

## Family & Community Engagement (FACE):

Heriberto Soto, Coordinator

Email : [heriberto.soto@twinriversusd.org](mailto:heriberto.soto@twinriversusd.org)

Phone: 916-566-1600 Ext. 33223

FACE Website for Future Workshops and  
Community Resources:

[www.bit.ly/TwinRiversUSDFACE](http://www.bit.ly/TwinRiversUSDFACE)



## English Learner Services Department

Paul Barajas

Spanish Interpreter

Email: [paul.barajas@twinriversusd.org](mailto:paul.barajas@twinriversusd.org)



# Welcome & Introductions

Student Services Department:  
<https://www.twinriversusd.org/Students-Families/Student-Services/index.html>

## Student Services Department

Debra Thorne  
Enrollment Demographic Specialist  
Email: [debra.thorne@twinriversusd.org](mailto:debra.thorne@twinriversusd.org)  
Phone: 916-566-1600 x33216

Robin Ewing  
Administrative Secretary  
Email: [robin.ewing@twinriversusd.org](mailto:robin.ewing@twinriversusd.org)  
Phone: (916) 566-1600 ext. 33110

Maria Barragan  
Administrative Clerk Bilingual Senior  
Email: [maria.barragan@twinriversusd.org](mailto:maria.barragan@twinriversusd.org)  
Phone: (916) 566-1600 ext. 33217

If you have questions regarding registration and enrollment, email [stu.services@twinriversusd.org](mailto:stu.services@twinriversusd.org) or you may call our Student Support Service Line at (916) 566-7801 during the hours of 8:00am to 4:00pm Monday thru Friday.



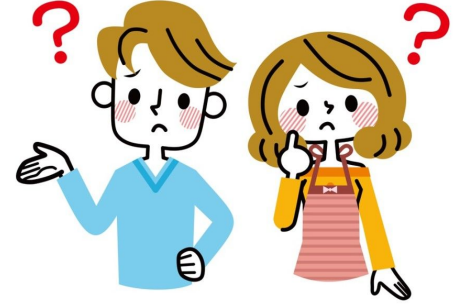
# Twin Rivers Updates & Resources

## TRUSD Helplines for Families

- **English Learner Services Department (ELSD)** can be contacted with their Message Line: (916) 566-1600 Ext. 33424. ELSD Staff will return your call during regular business hours.
- **Special Education Department** can be contacted at:
  - Message Line: (916) 566-1617- Special Education Staff will return your call during regular business hours.
- Technical support for your district-provided devices is available from our **IT Help Desk** by email [TechSupport@twinriversusd.org](mailto:TechSupport@twinriversusd.org) or by calling (916) 566-7802, Monday - Friday, 7a.m.-5p.m.



# What program does my child qualify for the 2021-2022 School Year?



Your child may qualify for **Early Head Start** if between 24 and 36 months of age.

Your child may qualify for **State Preschool and Head Start** programs if they are turning 3 on September 1, 2021 or before.

Your child qualifies for **Transitional Kindergarten** if they turn 5 years of age between September 2 and December 2, 2021.

Your child will be attending **Kindergarten** if they turn 5 years of age on September 1, 2021 or before.



# Early Childhood Education (ECE): Preschool and Head Start Enrollment

## ECE Programs Offered:

- Half-day State Preschool
- Full-day State Preschool
- Full-day State Infant/Toddler Program (limited space)
- Head Start Preschool
- Early Head Start

Link: [www.bit.ly/TRPreschoolEnrollment](http://www.bit.ly/TRPreschoolEnrollment)  
or scan the QR Code:



## Have questions?

Contact the ECE Enrollment Staff at  
[EnrollPreK@twinriversusd.org](mailto:EnrollPreK@twinriversusd.org) or call the ECE  
Department at (916) 566-1616.

## Virtual Enrollment Fair:

State Preschool and Head Start Enrollment  
Tuesday, January 19, 2021 5:00 PM  
Register: <https://bit.ly/VEFJan19>





# TK-12 Grade Enrollment: Charter Schools

*Charter Schools would need to be contacted directly for registration and enrollment.*

**Creative Connections Charter School:**  
<http://ccaa.twinriversusd.org/About-Us/Applications-Process/index.html>

**Deadline: Friday, January 15, 2021 at 4:00 p.m.**

K-6- Shelly Boschee  
[\[shelly.boschee@twinriversusd.org\]](mailto:shelly.boschee@twinriversusd.org)

7-12- Wendy Hatt  
[\[wendy.hatt@twinriversusd.org\]](mailto:wendy.hatt@twinriversusd.org)

**Smythe Academy of Arts and Sciences P-6:**  
<http://smythe6.twinriversusd.org/Families/Enrollment/index.html>

Office Manager: Jenny Koons [\[jenny.koons@twinriversusd.org\]](mailto:jenny.koons@twinriversusd.org)

**Enrollment is from 1/4/21 to 3/12/21**  
**Intent to Return Forms for current students are due 1/29/21**

**Smythe Academy of Arts and Sciences Middle School:**  
<http://smythe7.twinriversusd.org/About-Us/Enrollment/index.html>

Office Manager: Echinew Cha [\[echinew.cha@twinriversusd.org\]](mailto:echinew.cha@twinriversusd.org)

**Applications will be available on Tuesday, January 19 , 2021**

**Westside Preparatory Charter School:**  
<http://wpcs.twinriversusd.org/index.html>

**Deadline: Thursday, February 4, 2021 4:00 PM**

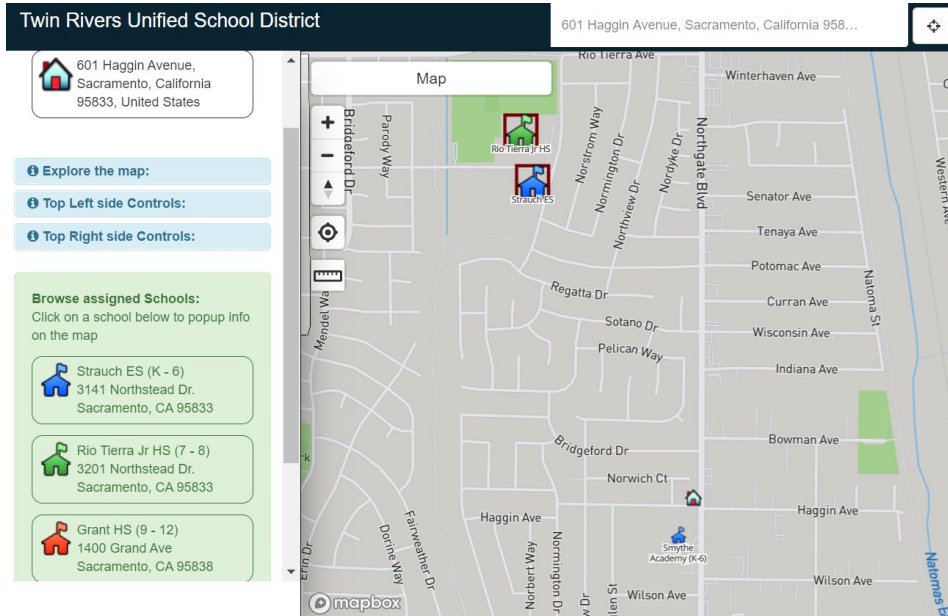
Eastside: [Cathy.Dupuy@twinriversusd.org](mailto:Cathy.Dupuy@twinriversusd.org)  
Westside: [Andrea.Dealba@twinriversusd.org](mailto:Andrea.Dealba@twinriversusd.org)  
Frontier: [Crystal.Gardner-Deeble@twinriversusd.org](mailto:Crystal.Gardner-Deeble@twinriversusd.org)  
Regency Park: [Marisol.Rangel@twinriversusd.org](mailto:Marisol.Rangel@twinriversusd.org)

# Intradistrict & Interdistrict Transfers

Link: <https://www.twinriversusd.org/enrollment>



# TK-12 Grade Enrollment: Find Your School



The **My School Locator** tool will allow you to view which schools (Transitional Kindergarten thru 12th Grade) are assigned based your home address.

FYI: The School Board approved a resolution in 2020 to standardize school configurations [K-6, 7-8 and 9-12 schools] over a two-year process.

This does not apply to charter schools.


Link: [www.twinriversusd.org/FIND-YOUR-SCHOOL/](http://www.twinriversusd.org/FIND-YOUR-SCHOOL/)



# Twin Rivers Online Enrollment

Link: <https://aeries.twinriversusd.org/onlineenrollment/>

Welcome to Aeries Online Enrollment  
Twin Rivers Unified School District



Please do NOT use this application if your child is already actively enrolled in one of our schools unless directed to do so by your current school. Questions please contact your current school.

Welcome to Twin Rivers Unified School District Online Enrollment. Online enrollment allows you to quickly start the process of registering your child for school. Information about your child such as emergency contacts, medical, and language information will be collected. The online process typically takes between 20-30 minutes. If you are unable to complete the process in one sitting, you may logout and resume the process at a later time.

To use the system:

- You must have a valid address within the Twin Rivers Unified School District [boundaries](#).
  - If your address is outside district boundaries please contact [Student Services](#).
- You must have a valid email address. No email address? [Google provides free accounts](#).
- You may need to use a computer to complete this process. The Online Enrollment system does not work as well with mobile or notebook devices.

To get started registering a new student, click the Enroll a New Student button.

Once an account has been created, you can enroll another child by clicking Enroll a New Student.

- Choose the correct year.
- At the **Required Information** click Next again.
- At the **Login** page, log in as an existing user.

This will allow some information that was input for the previous student to auto-fill responses for the student you are currently enrolling.

Upon completion of the online registration, the student's information is electronically sent to the school, but registration is not complete until all required documentation is verified. Please note, during the school year it may be necessary to transfer your child from one classroom to another or to another Twin Rivers Unified School District school in order to comply with the state and district laws and policies on class size.

If you need further assistance and support, contact [Student Services](#) or your home school.

Language  
☒ English ☐ Español

- Aeries Online Enrollment is designed for pre-enrolling new TK-12 students to the district. To pre-enroll your child, you will be required to create a new student enrollment account.
- Please note, this is not Aeries Parent Portal. If you have a child currently attending a school in the district, do not attempt to use your Aeries Parent Portal account login; you must create a new online pre-enrollment account.
- Upon completion of the online registration, the student's information is electronically sent to the school, but registration is not complete until all required documentation is verified.



# Intradistrict Transfers

**What is an Intradistrict Transfer?** An Intradistrict Open Enrollment Transfer gives Twin Rivers students permission to attend a different school in the district other than the school designated by the student's established attendance area.

Intradistrict open enrollment transfers will be evaluated by the Twin Rivers Unified School District Student Services Department based upon the following criteria:

- Space availability at the requested school program or grade.
- Special program needs of the student can be met satisfactorily at the requested school.
- The parent/guardian will provide transportation for their child to and from school.
- The 2021-2022 intradistrict open enrollment transfer request process timeline is from **January 4, 2021 - March 12, 2021.**



# Intradistrict Transfers: Process

The parent/guardian can print the application from the Twin Rivers Unified School District website page and return the completed form to the student's school site of attendance.

If this is for a new student entering the school district for the 2021-2022 School Year, you will need to turn in the completed application to their home school of residence.

Please communicate (by email or phone call) with the school site on how to submit the completed application.

All notices regarding the approval or denial of an intradistrict application submitted during the Open Enrollment period will be completed and mailed home to the families by June, for the 2021-2022 school year.

## **What can the parent/guardian do if they disagree the decision?**

If the parent/guardian disagrees with the decision, they may contact the Student Services Department at (916) 566-1620.



# Intradistrict Transfers: Conditions

The Intradistrict Transfer Agreement is valid for the remainder of the time the child is enrolled in the school requested as long as the request is approved.

Approval is subject to space availability.

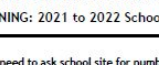
If more requests for transfer than spaces are available at a site/grade level/program, a random unbiased lottery will take effect.

Transportation is not provided.

Parent/Guardian must return this form to the school of attendance or home school of residence if it's a brand new student to Twin Rivers.

Students transferring from one high school to another without a valid change of address may be ineligible from varsity level competition in all sports in which they competed in their previous school for one calendar year. (C.I.F. Bylaw 207.B.)

Make sure last name goes first while filling out students name, write present grade and school for 20-21, grade and school of residence for 21-22, and don't forget to sign the application.



## INTRADISTRICT OPEN ENROLLMENT TRANSFER REQUEST

(Transfer within Twin Rivers Unified School District)

BEGINNING: 2021 to 2022 School Year

Submit to current  
School by 3/12/21

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Student Perm ID #  (May need to ask school site for number) Date

Student's Name (Last, First, Middle Initial)  Date of Birth  ☐ Male ☐ Female

Parent/Legal Guardian Name  Relationship to Student (e.g., parent, stepparent, foster parent, or guardian)

Home Address (Number, Street Address, City, State, Zip)  Area code + Primary Phone #

Present School of Attendance  Present Grade  Primary Language

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2021-2022 school year grade  School of Residence for 21-22

School requested for 2021-2022 school year: 1<sup>st</sup> Choice   
2<sup>nd</sup> Choice

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Does your child receive Special Education Services (on an IEP)? ☐ No ☐ Yes ☐ RSP ☐ SDC ☐ Speech  
*\*The Special Education Department will be consulted for availability of services at requested school.*

Why are you requesting a school other than your school of residence (home school)?

Siblings: Does the student have brothers or sisters currently enrolled at the requested school who will continue attending for the 21-22 school year?

☐ No ☐ Yes Name:  Grade:   
 Name:  Grade:

**Grades 9-12 Only:** Has the student participated in a high school varsity sport? ☐ No ☐ Yes  
 If yes, what sport(s)

**TERMS & CONDITIONS (E.C. §35160.5; B.P. 5116.1, A.R. 5116.1)**

- Permit is valid for the remainder of the time the child is enrolled in the school provided space is available
- Approval is subject to space availability.
- If more requests for transfer than spaces are available at a site/grade level/program, a random unbiased lottery will take effect.
- Transportation is not provided.
- Students transferring from one high school to another without a valid change of residence may be ineligible from varsity level competition in all sports in which they competed in their previous school for one calendar year. (C.I.F. Bylaw 207.B.)
- Parent/Guardian must return this form to the school the student is currently attending.
- Intradistrict Open Enrollment Transfer application period is from January 4, 2021 to March 12, 2021.

I have read this Intradistrict Open Enrollment Transfer Request and understand the Terms and Conditions.

Signature of Parent/Guardian  Date

**\*Additional documentation required is: attendance, grades, behavior \* District Office to make final decision. Rev. 12/2/20**

TWIN RIVERS UNIFIED SCHOOL DISTRICT

Student Services Department, 5115 Dudley Blvd., McClellan, CA 95652 - (916)566-1620





# Interdistrict Transfers

**What is an Interdistrict Transfer?** An Interdistrict transfer permit is a transfer from one school district to another school district.

Twin Rivers Unified School District has started accepting Interdistrict Transfers for the 2021-2022 school year as of January 4, 2021. At this time, interdistrict packets can be printed from our district website.

Interdistrict Transfers Forms:

- [Child Care Affidavit](#)
- [Interdistrict Packet -Hmong-](#)
- [Interdistrict application English](#)
- [Interdistrict application Spanish](#)

Once application is fully completed and all the supporting documents are included, you can email the completed application to [maria.barragan@twinriversusd.org](mailto:maria.barragan@twinriversusd.org) or mail to:

Twin Rivers Unified School District  
Attn : Transfers  
3222 Winona Way  
North Highlands, CA 95660

**Note, incomplete applications or missing supporting documentation may result in a denial.**

If you have any questions regarding this process, please call (916) 566-7801 or email [stu.service@twinriversusd.org](mailto:stu.service@twinriversusd.org)



# Interdistrict Transfers

## Required Documents:

- Completed Interdistrict transfer application along with the questionnaire.
- Most current report card
- Special Education – Copy of IEP(If applicable)

## Supporting Documents Based on Reason for the Request

1. Child Care – for K-8th grade, parent and provider need to complete the Child Care Affidavit
2. Sibling Attends – proof (school attendance or transcript record of sibling(s))
3. Employment – (paystub, badge or letter from employer within district requesting)
4. Special Academic Program not offered in Twin Rivers – (Information on program or acceptance letter from requested program)
5. Completion of remaining two years - graduating senior (report card/transcript)
6. Moving to requested District-evidence that family will be moving in the next 60 days (rental agreement, house ownership document)
7. Health and Safety – (Doctor's letter, police report, bullying report)

# Interdistrict Transfer Application

Common mistakes in completing the Interdistrict Transfer Agreement are...

- Make sure the current year is placed on the top of the application.
- Requested school year and grade level are correct, if request is for 21-22 school year.
- Last name of the student goes first.
- School of residence must be filled out.
- Reason needs to be checked marked and have the supporting documents based on the reason for the request, review first page of the application.
- Student is pending disciplinary action or under expulsion question needs to be answer.
- If child has IEP, IEP needs to be included when application is submitted.
- Application needs to be signed and dated.

**Twin Rivers Unified School District**  
APPLICATION FOR INTERDISTRICT TRANSFER (GRADES K-12)  
Current School Year 2021-22

☐ New Application ☐ Renewal **\*PLEASE PRINT CLEARLY\*** ☐ Romero Open Enrollment Request

Student's Name \_\_\_\_\_ M ☐ F DOB \_\_\_\_\_ Requested School Year 2021-22

Parent/Guardian's Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Requested Grade \_\_\_\_\_

Address (Street, City, State, Zip) \_\_\_\_\_ Email \_\_\_\_\_

Current or Last School \_\_\_\_\_ District \_\_\_\_\_

School of Residence \_\_\_\_\_ District \_\_\_\_\_

Requested School \_\_\_\_\_ District \_\_\_\_\_

*\*API of School of Residence \_\_\_\_\_, to be completed for Romero Request only*

Reason(s) for the request? (Attach written documentation to justify each reason for the transfer request.)

☐ Specialized Program ☐ Continuing Enrollment ☐ Complete Final Two Years at Current school

☐ Child Care ☐ Parent Employment ☐ Sibling ☐ Health & Safety ☐ Proposed Change in Residence ☐ SARB/Probation/CPS

Other \_\_\_\_\_

Is the student currently pending disciplinary action or under an expulsion order? ☒ Yes ☒ No

Is student a foster youth? ☐ Yes ☐ No

What special services is the student receiving? (Check all that apply and attach proof of enrollment in the program)

☒ Gifted (GATE) ☐ Section 504 ☐ Special Education ☐ English Language Learner

If student is receiving Special Education Services, check services below. (Please attach most recent IEP.)

☐ Special Day (SDC) ☐ Resource (RSP) ☐ Non-Public School (NPS) ☐ Pending Assessment Services ☐ Designated Instructional Services

**NOTE: PARTICIPATION IN SPORTS** – If the pupil participates in any athletic program governed by the California Interscholastic Foundation (CIF), he/she may not be eligible to participate at the new school. Parent/guardian should check the CIF rules before submitting an application.

BY MY SIGNATURE BELOW, I certify that to the best of my knowledge the information provided in this application is true and correct. I understand that issuance of a permit does not guarantee initial enrollment at a particular school site and that the district of attendance has discretion to determine the appropriate school site.

Legal Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**INTERDISTRICT ATTENDANCE PERMIT (GRADES K-12) FOR SCHOOL YEARS 20\_\_ - 20\_\_**  
(school years determined by receiving school district)

RESIDENT SCHOOL DISTRICT: ☐ GRANTED ☐ DENIED REQUESTED SCHOOL DISTRICT: ☐ GRANTED ☐ DENIED

Reason(s) for denial: \_\_\_\_\_ Reason(s) for denial: \_\_\_\_\_

Authorized Signature (Resident School District) \_\_\_\_\_ Date \_\_\_\_\_ Authorized Signature (Requested School District) \_\_\_\_\_ Date \_\_\_\_\_

**SPECIAL EDUCATION ONLY:**

Authorized Signature (Resident SELPA) \_\_\_\_\_ Date \_\_\_\_\_ Authorized Signature (Requested SELPA) \_\_\_\_\_ Date \_\_\_\_\_

This application for an interdistrict transfer and attendance, and any interdistrict transfer permit (ITP) granted pursuant to same are governed by the terms of the interdistrict transfer and attendance agreement entered into between the student's district of residence and district, which the student has applied to attend, including but not limited to the terms upon which an ITP may be revoked. A copy of the terms of the governing interdistrict transfer and attendance agreement accompany this application and any resulting ITP, and are otherwise incorporated by reference.

**DISTRIBUTION:** \*ORIGINAL – District of Residence \*COPY – District of Request \*COPY – Requested or Home School \*COPY – Parent

# Interdistrict Transfers Forms

Twin Rivers Unified School District  
Student Services Department  
5115 Dudley Blvd, McClellan  
(916) 566-1620

## CHILD CARE VERIFICATION AFFIDAVIT

If the reason for your Interdistrict Transfer request is Child Care (K-8), please have your childcare provider complete and sign the information requested under #4. Before submitting, please sign, date and return this form with your Interdistrict Transfer to the Twin Rivers Unified School District, Student Services Department.

**Instruction: Complete all items as listed.**

1. Name of Child: \_\_\_\_\_
2. Date of Birth: \_\_\_\_\_
3. Name of Child Care Giver: \_\_\_\_\_  
(please print)
4. I, the undersigned, verify that I am providing Child Care for the above named child.

\_\_\_\_\_  
Signature of Child Care Giver Date

\_\_\_\_\_  
Address City, State, Zip Code

\_\_\_\_\_  
Phone Number

5. I, the parent/guardian of the above named child, verify that the information given here is accurate.

\_\_\_\_\_  
Signature of Parent/Guardian



## Interdistrict Transfer Questionnaire for Outgoing Transfer Requests for

20  20

Please complete this questionnaire and submit with your Interdistrict Transfer application. Your responses will assist us in evaluating your Interdistrict Transfer request.

Parent/Guardian Name:

Phone:

Student's Name:

Requested Grade Level:

Student's Name:

Requested Grade Level:

Student's Name:

Requested Grade Level:

Student's Name:

Requested Grade Level:

Why are you requesting a transfer?

If the reason for your request is for a specialized academic program, and the program is offered at one of our schools, would you consider enrolling your child(ren)? If no, please explain.



# Overflow Procedures

An overflow student is one in grades K-8 for whom there is no room in the student's residence school at the time of registration. Action is taken when class sizes exceeds limits that are affected by class size funding or contractual obligations.

Based on a first-come, first-served practices, we try to place the overflow in a school close and that can accommodate the student. We work with families if sibling(s) need to stay together.

Our overflow brochures are located at school sites and on our district website under Student Services. They will answer many of your questions regarding the process and choices. We have them in the following languages: Arabic, Dari, English, Farsi, Hmong, Pashto, Russian and Spanish.

# Questions & Answers (Q&A)



If you have questions regarding the processing of your application, you may inquire by sending an email to [stu.service@twinriversusd.org](mailto:stu.service@twinriversusd.org). Please title email subject as "Intradistrict Open Enrollment."



# Twin Rivers Updates & Resources: TRUSD Social Media and Stay Connected!



- District Website: <https://www.twinriversusd.org/>



- Aeries Parent Portal: <https://parent.twinriversusd.org/>



- Facebook: [www.facebook.com/twinriversusd](http://www.facebook.com/twinriversusd)



- Instagram: [www.instagram.com/twinriversusd](http://www.instagram.com/twinriversusd)



- Twitter: [www.twitter.com/TwinRiversUSD](http://www.twitter.com/TwinRiversUSD)

# District Contacts & Closing Thoughts

## Arts & Career Education

Phone: (916) 566-1600 ext. 33427

Website: [Link](#)

## Curriculum & Instruction

Website: [Link](#)

## Early Childhood Education

Phone: (916) 566-1616

Website: [Link](#)

## Expanded Learning Programs (Afterschool)

Website: [Link](#)

## English Learner Services

Phone: (916) 566-1600 ext. 33424

Website: [Link](#)

## Family & Community Engagement

Phone: (916) 566-1788

Website: [Link](#)

## Health Services

Phone: (916) 566-1600 ext. 30018

Website: [Link](#)

## IT Help Desk

Phone: (916) 566-7802

Monday-Friday, 7a.m.-5p.m.

Email: [TechSupport@twinriversusd.org](mailto:TechSupport@twinriversusd.org)

Website: [Link](#)

## Nutrition Services

Website: [Link](#)

## Special Education

Phone: (916) 566-1617

Website: [Link](#)

## Student Services

Phone: (916) 566-1620

Website: [Link](#)

## Twin Rivers Adult School

Phone: (916) 566-2785

Website: [www.tras.edu](http://www.tras.edu)