



Los Angeles Unified School District
OFFICE OF SCHOOL DESIGN OPTIONS
ZONES OF CHOICE OFFICE
ONE-TIME TRANSFER (OTT) REQUEST
2019-2020

EFFECTIVE FALL 2019
APPLICATION PERIOD: 04/08/19 - 05/03/19

Transfer Permit from school to school within the RESIDENTIAL Zone of Choice

All students are encouraged to remain in the same school from 9th through 12th grade in order to maintain consistency in their instructional program. Students enrolled in a Zone of Choice high school are allowed a One-Time Transfer (OTT) between schools within the same zone of attendance during their four years of high school. First-year students are not eligible for an OTT until they complete the school year. All Requests will be reviewed and may be granted based on eligibility requirements and space availability in the respective grade level; and ensuring there is no disruption of the instructional program. Note: Athletic eligibility is not granted with this transfer.

Return completed form to current school of attendance. Note: Incomplete applications will NOT be processed.

Zone of Choice _____

Form fields for Student Information: Student Last Name, First Name, Middle Name, Date of Birth, Current Grade Level, Home address, City, Zip Code, Home Telephone No., Alternate Telephone No., Parent Last Name, First Name, Email Address.

REQUEST TRANSFER FROM: _____
Full school and campus name (e.g., School of Social Justice @ J. Smith High School)

REQUEST TRANSFER TO: _____
Full school and campus name (e.g., Music Academy @ Carver High School)

Reason for Transfer

Select reason for request and provide details in the blank space below - REQUIRED.

- Academic Interest, Hardship, Medical, Sibling, Other

Blank space for providing details for the selected reason for transfer.

I fully understand this permit is a One-Time Transfer allowance between schools in my residential Zone of Choice during my child's four years of high school.

Signature lines for Parent Signature, Date, Student Signature, Date.

FOR OFFICE USE ONLY

SENDING SCHOOL section: Number of credits completed, Number of Credits Pending, IEP/Eligibility, Comments, Administrator's Signature, Date.

RECEIVING SCHOOL section: Decision (Granted/Denied), Administrator's Signature, Date, Reason for denial.

OFFICE OF SCHOOL DESIGN OPTIONS - ZONES OF CHOICE OFFICE section: Decision (Granted/Denied), Administrator's Signature, Date, Reason for denial.