

ENROLLING: INTER-DISTRICT TRANSFERS

Students who wish to enroll in Emery Unified School District schools but who do not live in Emeryville proper, must obtain an Inter-District Transfer (IDT) from the school district in the city where they live.

Students who have approved IDTs are invited to enroll as transfer students in Emery Unified School District based on the availability of appropriate educational programming and space. Preference is extended to the siblings of currently enrolled students, and the children of EUSD employees and parents/legal guardians who are employed in the city of Emeryville.

To obtain an INTER-DISTRICT TRANSFER from the school district of residence in order to attend either Anna Yates Elementary School or Emery Secondary School...

- **Go to the Transfer/Student Services Office in the School District of your residence. Request, complete, and submit an INTER-DISTRICT TRANSFER (IDT) form there.** *A listing of the locations for neighboring school districts is located on the back of this document.*
 - **If the parent/legal guardian of the student works in Emeryville, submit proof of the employer's Emeryville address with the request.** *The Allen Bill states that a school district of residence must allow the transfer of a student (in Grades Kindergarten through 8) into the school district of the parent/legal guardian's employment.*
 - **If the student has siblings currently enrolled in EUSD, submit proof of that enrollment (report cards or other official school documents) and both students' birth certificates with the request.** *School districts will release students to attend school in the same district as their sibling.*
 - **If the student's child care and/or after-school services (for Grades Kindergarten - 5) is located in Emeryville, submit proof of that with the request.** *The Allen Bill states that a school district of residence must allow the transfer of a student (in Grades Kindergarten through 5) into the school district where their child care services are provided.*

Before and after school services are available to the students of Anna Yates Elementary School through Emeryville's Department of Recreation. Call the Recreation Center at 510.596.4395.
 - **If there are fears for a student's health and safety should they continue enrollment in the district of their residence, submit documentation (testimonials, police reports, discipline records, etc.) with the request.**
 - **If the school district of residence, denies the transfer request, an appeal should be made to that district but it must be filed immediately. If that appeal is denied, a second appeal should be submitted immediately to the Alameda County Office of Education for a hearing. Call 510.887.0152 for information and assistance.**

(Over, please)

- **Bring an approved IDT form to Emery Unified School District at 1100 47th Street Avenue along with the documents needed for enrollment:** *all existing Individualized Education Plans (IEP), a Birth Certificate, Immunization Records, the student's most recent report card, an official transcript (for students in Grades 9-12), identification for the parent/legal guardian.*
- **Complete and submit an application to Emery Unified School District after February 1st prior to the coming new school year.**
The opportunity to enroll is not guaranteed. Enrollment will be offered on a first come, first served basis. In the event that there is not space for a transfer student, the district maintains a waiting list for the duration of the school year for which application was made. Please call 510.601.4907 with questions on enrollment application status.
- **Inter-District Transfers must be renewed each year in early spring for the coming new school year through the school district of residence.** To do so, take a copy of the student's report card (or other proof of enrollment in an EUSD school) to the home school district and apply for a continuing transfer.
- **Final EUSD approval for continuing transfers is based upon a student's academic performance and effort, attitude and behavior, and attendance.**

Neighboring School District Locations and Contact Numbers

Alameda Unified	2200 Central Avenue, Alameda	510.337.7072
Albany Unified	904 Talbot Avenue, Albany	510.5583765
Berkeley Unified	1835 Allston Way, Berkeley	510.644.6504
Castro Valley Unified	4400 Alma Avenue, Castro Valley	510.537.3000
Fremont Unified	4210 Technology Drive, Fremont	510.659.2534
Hayward Unified	24411 Amador Street, Hayward	510.784.2600
Oakland Unified	2111 International Blvd Rm#2, Oakland	510.434.7780
San Francisco Unified	555 Franklin Street, San Francisco	415.241.6085
San Leandro Unified	14735 Juniper Street, San Leandro	510.667.3500
San Lorenzo Unified	15510 Usher Street, San Lorenzo	510.317.4774
West Contra Costa Unified	5000 Patterson Circle, Richmond	510.232.6325