



PITTSBURG UNIFIED SCHOOL DISTRICT VOLUNTARY APPLICATION FOR ALTERNATIVE SCHOOL ADMISSION

STUDENT INFORMATION

Student Name	Student ID#	DOB	Grade	Date
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Address	Phone #	Cell #
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SCHOOL INFORMATION

Current School	Counselor/School Official Approving Transfer	Credits Completed (if app.)
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Foster Youth? Yes No

Homeless? Yes No

On Probation? Yes No

Student has an IEP? Yes No *If yes, IEP is current and does not include intensive services (SDC, BSP etc.) certified by Program Specialist. IEP must be attached.*

Student has a 504 Plan? Yes No *If yes, 504 is current and does not include intensive services (SDC, BSP etc.) certified by the 504 Coordinator. 504 must be attached.*

Student has received Intervention/ Support Yes No - must be documented in Aeries

PARENT (EDUCATION RIGHTS HOLDER) INFORMATION

Parent/Legal Guardian

Court Appointed Adult

School Appointed Ed.
Surrogate

Last Name	First Name	Cell Phone	Alt. Phone
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Address (if different from student)

I understand that I am requesting an alternate placement for my student who may be behind in credits. School officials have met with me to explain the options for alternative placement which may include credit recovery and graduation. I am requesting a voluntary transfer to alternative placement because I believe it is in the best interest of my student. Before transferring, I will participate in a tour/orientation of the selected school if applicable. I also understand that I can withdraw my request for transfer at any time and return to my home school.

I understand that the home school is the last school that the student was enrolled in. If graduating from Independent Study the diploma will list the home school.

Parent Signature	Date	Student Signature	Date
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OFFICE USE ONLY

Transfer Steps:

- Counselor or Administrator at current school meet with student and family to explore transfer.
- If student has an IEP, 504 Plan or EL needs, consult with Program Specialist, 504 Coordinator, or EL Coordinator.
- Assist family to complete Voluntary Transfer to Alternative School Form and submit to Student Services.
(Submissions to Student Services hsouders@pittsburgusd.net will be reviewed at the next transfer meeting, then within one week forwarded to the receiving school.)
- Alternative School notifies sending school of receipt and contacts family (within 2 school days) to schedule an orientation.
- Student & Family attend orientation, decide to proceed with transfer (or not), and determine start date.
- If proceeding with transfer, receiving school sends signed confirmation to Student Services for assignment in Google/Edgenuity.
- If **not** proceeding with transfer, receiving school sends notification to current school. Transfer does not take place.

SCHOOL INFORMATION

Transfer to:

- ASCEND**
 - Heights Elementary (K-3) - 40 Seeno Ave
 - Highlands Elementary (4-5) - 4141 Harbor Ave
- BLACK DIAMOND HIGH SCHOOL** (Continuation)
1131 Stoneman Ave **
- Independent Studies** *Usually has a waiting list!*
351 School Street (North Campus)
- LEARNING OPPORTUNITY (6TH - 8TH)**
 - Hillview Junior HS (333 Yosemite Dr.)
 - Martin Luther King Junior, JHS (2012 Carion Court)
 - Rancho Medanos JHS (2301 Range Road)

Process:

This form will be submitted by the Counselor/Administrator at the next Voluntary Quarter Transfer Meeting. Meetings are held every 6-9 weeks. Parents do not attend this meeting. The Counselor/Administrator will prepare the information packet which MUST include students' demographic page, attendance, discipline, grades and transcripts from AERIES. All information will be attached to this form including the alternative placement checklist. Parents will be notified by the Counselor/Administrator of the outcome.

Date	Sending School Signatures	Date	Receiving School Signatures
	Counselor/Administrator		Director of Student Services

Alternative Program Placement: _____

Date Received:	Date of Orientation:	Start Date:
Comments:		