



Manteca Unified School District *Child Welfare and Attendance*

Inter-District Attendance (IDA) Agreement For Children of District Employees

Please use the process below for **ALL** (new requests and *renewals*) Employee IDA Transfer Requests to have your child/ren ATTEND a school within Manteca Unified School District. All IDA's must be renewed by your District of residence and through MUSD each year.

1. **The employee must first apply for an IDA through their District of residence.**

- a. Within San Joaquin County:
- b. IDA Form 1-Interdistrict Attendance (IDA) TRANSFER REQUEST.
- c. IDA Form 2-Interdistrict Attendance (IDA) TRANSFER AGREEMENT.

NOTE: IDA Forms 1 and 2 are available only if you reside within San Joaquin County. For Districts outside of San Joaquin County, contact your District of residence to obtain a current copy of their IDA form. (The District of residence will send CWA the employee's original IDA forms.)

2. **Fill out and sign the MUSD IDA Transfer Contract, Form 3.**

- a. If your worksite is the requested school, please have the Principal approve IDA Form 3 and forward it to the MUSD CWA Office. (IDA Form 3 is available on the Manteca Unified website at www.musd.net or email jtisher@musd.net).
- b. If the requested school site is impacted, the District will place at an alternate school site.

3. **Submit the following to the MUSD CWA Office for processing:**

- a. A copy of the IDA form(s) from the district of residence -or- notification that the forms were filled out at your district of residence.
- b. The original MUSD IDA Transfer Contract, IDA Form 3, signed by the employee and principal.

CWA will send a letter to the employee with approval or denial information after IDA Forms 1, 2, and 3, are received. The letter will be sent to the employees' home address through US mail.

Student enrollment must be confirmed with the placement school within seven calendar days.

If you have any questions or concerns, please contact Jean Tisher at jtisher@musd.net or 858-0762.