



## **Interdistrict Attendance (IDA) Agreement For Children of District Employees**

Please use the process below for **ALL** Employee IDA Transfer Requests (**new requests and renewals**) to have an employee's child/ren attend a school within Manteca Unified School District. All IDA's must be renewed yearly.

1. **The employee must first apply for an IDA through the 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: For Districts outside of San Joaquin County, contact the District of residence to obtain a copy of their IDA form. The District of residence will forward the IDA to CWA.

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

- a. If the employee's worksite is the requested school, have the Principal approve the IDA Form 3 and forward the original to the MUSD CWA Office. (IDA Form 3 is available on the Manteca Unified website at [www.mantecausd.net](http://www.mantecausd.net) (bottom of the Home Page in "Find It Fast") or email [cwa@musd.net](mailto:cwa@musd.net)).
- b. If the requested school site is impacted, CWA 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 email notification that the forms were submitted to the district of residence.
- b. The original MUSD 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 employee's 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 CWA at [jsorich@musd.net](mailto:jsorich@musd.net) or (209)858-0762.

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