



## **Interdistrict Attendance (IDA) Transfer Request Instructions**

Please use the process below for all IDA transfer requests to LEAVE Manteca Unified School District and to have your child/ren attend school in your District of choice.

1. The Parent/Guardian is to fill out both of Manteca Unified's IDA Form 1 and IDA Form 2.
  - a. IDA Form 1-Interdistrict Attendance (IDA) TRANSFER REQUEST (one per child)
  - b. IDA Form 2-Interdistrict Attendance (IDA) TRANSFER AGREEMENT (one per child)

**NOTE:** You may obtain copies of IDA Form 1 and IDA Form 2 from the following sources:

- MUSD website at [www.mantecausd.net](http://www.mantecausd.net) (bottom of the homepage in "Find It Fast")
- Receptionist (1<sup>st</sup> floor), MUSD District Office, Administration Building
- CWA office (2<sup>nd</sup> floor), MUSD District Office, Administration Building

2. The Parent/Guardian must sign IDA Form 1.
3. If your child currently attends an MUSD school, you must submit the following documents with the IDA forms. The documents can be obtained from your child's school.
  - a. a current copy of their report card, transcript, and/or progress grades
  - b. discipline report
  - c. attendance report
  - d. IEP, SST, or 504 Plan (if applicable)
4. Return all documents listed above to the CWA Department. The forms can be:
  - a. emailed: [cwa@musd.net](mailto:cwa@musd.net)
  - b. faxed: (209)858-7531
  - c. mailed: P.O. Box 32, Manteca, CA 95336
  - d. dropped off at the MUSD District Office, Admin Building/Receptionist (1<sup>st</sup> floor)
5. ALL OUT-GOING IDA'S ARE APPROVED BY MUSD. IDA's are processed within two working days of receipt. The approved IDA will be emailed, faxed or mailed to the requested District Office, not the requested school site.
6. To follow up on the status of your IDA, please contact the requested District Office.

If you have any questions regarding the IDA process, please contact our office at (209)858-0867.

Rev 5/062020