



**International  
School**  
Los Angeles  
**Lycée  
International**

## **INTERCAMPUS TRANSFER POLICY, PROCEDURES & GUIDELINES**

In order to ensure an equitable enrollment and transfer process, and to avoid any misunderstandings, it is important that each campus and transfer applicant follow the established school-wide policy and procedures.

### **Campuses**

Burbank  
Los Feliz  
Pasadena  
West Valley

In order to be included into the existing candidate pool, families wishing to transfer must complete and submit the *Intercampus Transfer Request* form as soon as possible and before the deadline of **November 30** (annually if necessary) to the Admissions Department at [admissions@lilaschool.com](mailto:admissions@lilaschool.com).

Transfers are not automatic or guaranteed. The administration on both the receiving and current campuses must agree to the transfer.

All transfer requests will be dealt with individually and on a case by case basis at the sole discretion of the School.

Determinations are dependent on a number of criteria, including but not limited to:

- availability
- impact on campus
- class composition
- individual circumstances, reason and motivation for the transfer request
- date of request

School personnel cannot provide nor imply a firm indication, timeline, or commitment to transfer.

We encourage families to follow up proactively with the Admissions Department in a timely and on-going basis.

### **Corporate Office**

1105 W Riverside Dr, Burbank, CA 91506  
tel 818-994-2961, fax 818-994-2816, [www.internationalschool.la](http://www.internationalschool.la)

## INTERCAMPUS TRANSFER REQUEST

Date of request:		Current student grade:	
Student's full name:			
Requesting parent's full name:			
Requesting parent's email address:			
Current Campus	<input type="checkbox"/> Burbank	<input type="checkbox"/> Los Feliz	<input type="checkbox"/> Orange County
	<input type="checkbox"/> Pasadena	<input type="checkbox"/> West Valley	
Requested Campus	<input type="checkbox"/> Burbank	<input type="checkbox"/> Los Feliz	<input type="checkbox"/> Orange County
	<input type="checkbox"/> Pasadena	<input type="checkbox"/> West Valley	
Reason for requesting transfer:			
Campus Director's Observations (academic level, disciplinary concerns, etc.)			
Campus Director's Recommendation:		<input type="checkbox"/> Authorize	<input type="checkbox"/> Do not authorize
Signature:			Date
Receiving Campus Director's conditions or probationary clauses (academic, discipline, etc.)			
Campus Director's Recommendation:		<input type="checkbox"/> Authorize	<input type="checkbox"/> Do not authorize
Signature:			Date
Head of School Recommendation:		<input type="checkbox"/> Authorize	<input type="checkbox"/> Do not authorize
Signature:			Date
Parent's Decision	<input type="checkbox"/> Accept with associated clauses	<input type="checkbox"/> Decline transfer	<input type="checkbox"/> Withdraw from School
Signature:			Date