



Interdistrict Agreement (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 another District.

1. The Parent/Guardian is to fill out both 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.musd.net
 - Call CWA to request a copy through either fax or email
 - MUSD District Office Receptionist or the CWA office
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 site.
 - a. a current copy of their report card, transcript, or a copy of progress grades
 - b. discipline report
 - c. attendance report
 4. Return the documents and both IDA Form 1 and IDA Form 2 to the CWA Department. The forms can be:
 - a. faxed to: (209) 858-7530 or
 - b. mailed to: P.O. Box 32, Manteca, CA 95336 or
 - c. dropped off at the D.O. Receptionist or the CWA Office
 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 faxed and/or mailed to the requested District Office, not the 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) 825-3200, ext. 50867.