



**Interdistrict Agreement (IDA) Transfer Request Instructions**  
**For Children of District Employees**

Please use the process below for all Employee IDA Transfer Requests to have your child/ren ATTEND a school within Manteca Unified School District.

1. The Parent/Guardian is to fill out an IDA form at 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.

2. Submit the following to the MUSD CWA Office for processing:
  - a. Copy of IDA form from District of residence.
  - b. Fill out and sign MUSD IDA Form 3. If your worksite is the requested school, please have the Principal approve IDA Form 3.

IDA Form 3 is available on the Manteca Unified website at [www.musd.net](http://www.musd.net). On the homepage, click the link “Application-Employee” to download the form.

The District of residence will send CWA the employee’s approved/denied IDA. CWA will send a letter to the employee with information regarding the status of the IDA request and placement information, if applicable. The letter will be sent through US mail and to the employees’ home address.

If you have any questions regarding the IDA process, please contact our office at (209) 825-3200, ext. 50762.