

Online Inter District Transfer (IDT) Permit Instructions

Using a Computer Workstation of Laptop

- 1) Go to www.mcs4kids.com---Quick Links (scroll to the bottom of the page)---Transfer Options.
- 2) Under “Files and Links,” open the Inter/Intra District Permit (IDT) form.
- 3) Move cursor to the top right and download the (IDT) form. The download symbol is an arrow pointing down towards a horizontal line.
- 4) **Save to your desktop.**
- 5) Open (IDT) form from your desktop.
- 6) Fill out (IDT) form.
- 7) Save (IDT) form to your desktop.
- 8) Send (IDT) form as a PDF attachment and email to IDT@monet.k12.ca.us
- 9) You will be contacted within 24 hours for next steps.

Using an iPhone

- 1) Go to www.mcs4kids.com---Quick Links (scroll to the bottom of the page)---Transfer Options.
- 2) Under “Files and Links,” open the Inter/Intra District Permit (IDT) form.
- 3) At the bottom of your screen select the box with an arrow pointing upwards.
- 4) **Scroll down and find “Save to Files.”**
- 5) Select “Downloads.”
- 6) At top right of screen select “Save.”
- 7) Go to your main screen and find the APP “Files.” If you cannot find this APP, scroll all the way to the left. At the top you will see “Search.” Type in the name “Files.” This will allow you to get the APP.
- 8) Open the APP “Files” and you will see the r(IDT) form. Fill out the (IDT) form.
- 9) At the bottom left you will see the icon to share (a box with an arrow pointing up).
- 10) Select share and then select the email symbol. Email the form to IDT@monet.k12.ca.us
- 11) You will be contacted within 24 hours for next steps.

Using an Android Phone

- 1) Go to www.mcs4kids.com---Quick Links (scroll to the bottom of the page)---Transfer Options.
- 2) Tap on the gray banner with the 3 blue lines.
- 3) Go to www.mcs4kids.com---Quick Links---Transfer Options.
- 4) Under “Files and Links,” open the Registration Form.
- 5) A download should start when you click on the Registration Form.
- 6) Click on the top right corner options with the three dots and select “Open with.”
- 7) Select Adobe Acrobat Reader (if you don’t have this app installed in your phone you need to install it in your phone in order to fill out the form).
- 8) Fill out the (IDT) form.
- 9) Tap on the Share icon on the top-right corner of the screen.
- 10) Select Share a Copy – Select the app you use for email and send it to IDT@monet.k12.ca.us
- 11) You will be contacted within 24 hours for next steps.

If you have any questions call 209-574-1595.