

Billings School District 2

INSTRUCTION

School Attendance Areas

The attendance boundaries for the schools of the District shall be approved by the Board. Students must attend the school designated for the area in which they live, except by permission of the Superintendent or his/her designee.

Students, upon written request of parent or guardian, may be considered for transfer between schools, and a decision regarding transfer requests will be made by the Superintendent or designee. Requests based upon such factors as student educational, psychological, or emotional welfare will be considered; but those based on participation in extracurricular activities will be denied. Students who are allowed to transfer will not be denied participation in school activities, unless the participation would be in violation of the rules and regulations of the Montana High School Association. In the case of a transfer, the transportation will be the responsibility of the parent or guardian.

Special education students may be exempt from this policy.

Elementary Out-of-Area Transfer Requests

1. The parent will meet with the home school principal and request an out-of-area transfer form. The parents will complete the form and ask the principal to sign.
2. The parent or home school principal will send the form to the principal of the receiving school.
3. The receiving school principal indicates 'yes' or 'no' on the form and forwards the form to an Executive Director who accepts or declines the request.
4. The parent will receive a copy of the completed transfer request.

Middle School Out-of-Area Transfer Requests

This procedure for student out-of-area transfers carries out School Board Policy 2050. The policy requires that "students must attend the school designated for the area in which they live, except by permission of the Superintendent or his/her designee."

Exceptions will be granted only when:

1. Medical or physical conditions cause the home school to be less appropriate. (Documented evidence from a physician, clinical counselor, court or school records required.)
2. The place of residence is changed in mid-year. (Proof of residence is required.)

PROCEDURES FOR MAKING AN OUT-OF-AREA TRANSFER REQUEST:

Students Currently Attending School District #2 Grades 7-8:

1. The form requesting an out-of-area transfer must **first** be signed by the home school administrator, then by the receiving school principal.
2. The form is forwarded to an Executive Director for final approval.
3. An Executive Director confirms whether or not the transfer request has met the established criteria and notifies the requesting party by providing a copy of the request form.

No out-of-area transfer requests will be approved unless the request meets the criteria of the existing exceptions.

A student may have only one transfer during his/her middle school career.

Approval of an out-of-area transfer request carries the following conditions:

1. The parent/guardian must provide transportation for the student to and from school.
2. Attendance at an out-of-area school requires full observance of school rules and regular attendance.

High School Out-of-Area Transfer Requests

This procedure for student out-of-area transfers carries out School Board Policy 2050. The policy requires that “students must attend the school designated for the area in which they live, except by permission of the Superintendent or his/her designee.”

Exceptions will be granted only when:

1. Medical or physical conditions cause the home school to be less appropriate as documented by a physician, clinical counselor, court or school records.
2. The place of residence is changed in mid-year and proof of the residence change is provided.
3. Student has a sibling either attending or a sibling who graduated from the school for which the request is sought, the transfer request must be submitted to an Executive Director prior to school starting

PROCEDURES FOR MAKING AN OUT-OF-AREA TRANSFER REQUEST:

Current 8th Graders Residing in the District:

1. Each 8th grader establishes his/her home high school by the location of his/her residence.
2. The form requesting an out-of-area transfer must be submitted to an Executive Director, prior to school starting.
3. Transfer requests based on participation in extracurricular activities will be denied.
4. The district reserves the right to approve any request if and when such request will allow the district to manage capacity/overcrowding issues in the schools.

Students in Grades 9-12 Moving into the District:

The form requesting an out-of-area transfer must be submitted to an Executive Director for approval.

Students Currently Attending School District #2 Grades 9-12:

1. The form requesting an out-of-area transfer must first be signed by the home school administrator, then by the receiving school principal.
2. The form is forwarded to an Executive Director for final approval.
3. An Executive Director confirms whether or not the transfer request has met the established criteria and notifies the requesting party by providing a copy of the request form.

Due to the overcrowding at the high schools, no out-of-area transfer requests for 9-12th grade students will be approved unless the request meets the criteria of the existing exceptions.

The actual transfer, if approved, may occur only at the beginning of the semester. A student may have only one transfer during his/her high school career and only if the transfer is legitimately based on the stated exceptions.

Approval of an out-of-area transfer request carries the following conditions

1. The parent/guardian must provide transportation for the student to and from school.
2. Varsity level eligibility may be affected if a student transfers. MHSAA Regulations, "When two or more high schools have been established within one school system and under the administration of one board of trustees, the district shall be divided into a corresponding number of high school attendance areas. Students shall attend the high school of the designated attendance area." (Section 10.g.interpretation 8)

"Students transferring from one high school to another in the same school system but in a different attendance area are ineligible for 90 P.I. (pupil instruction) days (or its equivalent in districts with extended school days/four day weeks) after enrollment, unless there is a bona fide corresponding change of residence on the part of the parent(s) or legal guardian (legal guardianship must be established one calendar year before the transfer) from the previous attendance area to the present attendance area." (Section 10.g.interpretation 10)

Implementing Policy 2050 Entrance, Placement, and Transfer

Cross References:

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| Procedure 2050-P2 | Boundary Change |
| Policy 2413 | Placement of Students from Non-Accredited, Nonpublic Schools |
| Procedure 2413-P1 | Unaccredited Schools and Alternative Placement |
| Policy 6430 | Development of Administrative Procedures |

Legal References:

Procedure History:

Issued by Superintendent On: February 28, 2005
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Revised On: August 15, 2011
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