



Boulder Valley School District

File: JECE-R

Adopted: November 18, 1993

Revised: August 13, 2003, October 17, 2009, October 7, 2015

Associated Exhibit: JECE-E

ADMINISTRATIVE TRANSFER OF STUDENTS

DEFINITION AND PURPOSE OF ADMINISTRATIVE TRANSFER

An administrative transfer occurs when a student is moved from one school to another by means other than the formal Open Enrollment process. Administrative transfers are granted when unusual circumstances warrant them. Administrative transfers are not to be used as a means of extending the Open Enrollment period, but, rather, as a means to address changes in personal circumstances that could not reasonably be anticipated during the Open Enrollment window. Administrative Transfers will be reviewed only for the current school year. The window for requesting Administrative Transfers is from September 15th to April 15th.

Students who enroll in a school other than their district neighborhood school are responsible for their own transportation.

PROCESS FOR APPLYING FOR ADMINISTRATIVE TRANSFERS

Persons who wish to apply for administrative transfers must complete the Administrative Transfer form online at the Open Enrollment web site. Though a letter from the parent citing the reasons for the transfer request is sufficient. Agreement from both parents with decision making authority for the named student is required. Misrepresentation of information is grounds to invalidate the request.

Four schools have a different process for transferring in that they use a school specific administrative transfer form. Those schools are Boulder Universal, Boulder Explore, Arapahoe Ridge High School and New Vista High School. Please contact those schools directly to transfer in during the year.

PERSONS RESPONSIBLE FOR GRANTING TRANSFERS

Administrative transfers are granted by executive directors in the Office of Elementary or Secondary Education. Principals do not have the authority to grant administrative transfers, but may request such as per this regulation. Decisions are made by executive directors who apply their judgment to the considerations listed below.

CONSIDERATIONS WHEN ADMINISTRATIVE TRANSFER APPLICATIONS ARE REVIEWED MAY INCLUDE, BUT ARE NOT LIMITED TO:

- * Time of year (transfers made during the semester are extremely rare).
- * Does the school being requested have room available at the appropriate grade level?
- * Is the student receiving special education services? (Special education staffing allocations are not adjusted when administrative transfers are made).
- * Have site-based administrative solutions been exhausted?
- * Is the safety of the student involved of serious concern and are these concerns well documented?
- * Other special considerations unique to school or situation.

APPEAL PROCEDURE

If the parent of a student requesting administrative transfer is not satisfied and wants to appeal within one week after being informed of the decision he or she may submit a written request for review by the Assistant Superintendent of either Elementary or Secondary Education . The Assistant Superintendent or designee will issue a formal, written decision within 15 days after reviewing the request. The decision of the Assistant Superintendent or designee will be final.

Administrative placement by district level staff might be considered in extenuating circumstances.

CROSS REF:

JECC, Assignment of Student to Schools,
JECC-R, Assignment of Students to Schools: Open Enrollment
(Regulation)

End of File: JECE-R