

Nooksack Valley School District No. 506
Procedure 3130P
Section 3000 -- Students

Student Attendance Areas and Intradistrict Transfer Procedures

As population and enrollment shifts within the district, changes in attendance areas or transfers of students may become necessary. Students shall attend the school designated for their respective residential areas unless individual requests for transfers have been approved according to board policy and administrative procedure.

The following procedures are to be followed for student intradistrict transfer requests:

1. The parent/guardian shall obtain the *Request for Intradistrict Transfer* form from the school serving the student's attendance area.
2. The parent/guardian of students entering grades one through five shall complete Section I and submit the form to the building principal of the school serving the student's attendance area by July 1 for consideration for the upcoming school year. The parent/guardian will be notified of the decision by July 15.
3. Requests submitted for students entering grades one through five received after July 1, and requests for all incoming kindergarten students will also be considered. Notification will be made no later than the end of the first week of school.
4. Upon receiving the completed form, the principal will confer with the parent to review the transfer request in regards to the following:
 - a. A financial, educational, safety, or health condition affecting the student would be reasonably improved as a result of the transfer.
 - b. Attendance at the school requested is more accessible to the parent's place of work or to the location of child care.
 - c. There is some other special hardship or detrimental condition affecting the student or the student's immediate family which would be alleviated as a result of the transfer.
5. If the building principal serving the student's attendance area determines the parent/guardian has met one or more of the above conditions, he/she will forward the request form to the prospective receiving principal.
6. The receiving principal will determine if:
 - a. Space is available in the grade level or classes at the building in which the student desires to be enrolled.
 - b. Appropriate educational programs or services are available to improve the student's condition as stated in requesting transfer from his or her assigned building.

- c. The student's attendance at the school is not likely to create a risk to the health or safety of other students or staff.
- 7. The receiving principal will forward the signed, completed form with his/her recommendation to the director of educational services for final action.
- 8. The director of educational services will approve or deny the parent/guardian's request and will notify the parent/guardian.

Adoption Date: August 18, 2016