

## SCHOOL TRANSFERS OF IN-DISTRICT STUDENTS

**PURPOSE:** To inform families of the District's in-district transfer policies and support students' success upon enrollment at their school.

The District's attendance areas determine the schools in which students will be enrolled. There are two types of transfers that authorize an in-District student to enroll in a school outside of their attendance area: a neighborhood transfer and a magnet transfer. Both transfer types require application. The conditions and supports relating to transfers are implemented using a unified application system and are intended to provide District students and their families with reasonable, high-quality enrollment options that will support students' success in school.

### Conditions Necessary to Receive Neighborhood Transfers:

The Superintendent or their designee is authorized to consider and approve a transfer request from a student residing in the District from their attendance area school to any non-magnet school with the appropriate grade level, as long as the conditions listed below are met:

- The student submits a completed application and all supporting documents to the transfer office by the relevant deadline
- There is space available in the receiving school as defined in regulation 2206-R
- Parents/guardians agree to provide transportation for the student

If there are more applications than available spaces, a random electronic selection process will be used within the appropriate window.

If a transfer is granted, the student will begin attending the new school at the beginning of the fall semester unless there are extenuating circumstances determined by the Superintendent or their designee indicating that it would be more appropriate for the student to attend the new school earlier. If a student wishes return to their attendance area school, they must complete the semester at the school to which they transferred. Exceptions will be made only in extenuating circumstances and upon approval by the Superintendent or their designee.

### Conditions Necessary to Receive a Magnet Transfer:

The enrollment office processes all applications to attend one or more of the district's magnet schools/programs. Magnet schools/programs are available in all grade levels and provide specific types of instructional programs. There are seat limitations in all magnet schools, and enrollment is allowed only upon application. Additional information, including enrollment criteria, is detailed in 2206-R2.

### Revocations of Non-Magnet and Magnet Transfers:

The District approves all transfers with the expectation that the school will be a successful fit for the student. The District reserves the right to remove the student from a school they have transferred to and enroll them at a different site in the event that chronic absenteeism or misconduct indicates the new school would be a better placement. These determinations will be made by the Superintendent or their designee in consultation with the student's family and the principals of the relevant schools.

In the event there is no longer capacity (enough seats) to accommodate students attending a non-magnet school on a neighborhood transfer, the District will work with families and school leaders to determine the best solution for balancing the needs of transfer students and the obligation to serve students living in the enrollment area. Any revocation of a neighborhood transfer on the basis that there is no longer capacity at the school shall be timed in a way to minimize the disruption to students' learning as much as possible (i.e., begin the following school year).

### Transfer Limitations Relevant to Magnet and Non-Magnet Transfers:

Unless there are extenuating circumstances as determined by the Superintendent or their designee, transfers at the elementary level are limited to one in the primary grades pre-kindergarten through second; one in grades three through fifth/sixth; one at the middle/junior high school level; and one at the high school level.

### Automatic Renewal of Magnet and Non-Magnet Transfers:

Once a transfer has been approved to a school and the student has attended the school to which the transfer was granted, renewal of the transfer to that school for the next school year will be automatic unless a cancellation is requested in writing by the parent/guardian or there is an authorized revocation of the transfer as authorized by board policy. However, a student transitioning from an elementary to a middle/junior high school, or from a middle/junior high school, to a high school, must apply for a transfer if the student desires to attend a school other than the attendance area school for the following year.

Adopted: November 1982

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Cross Reference: 3316, Athletics

2204, Early Graduation 2614, Tardiness and Truancy

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