

PROCEDURES RELATING TO NEIGHBORHOOD TRANSFERS

Students living within the district may attend a school other than the school within their attendance area only with an approved in-district transfer to a non-magnet school, which is known as a neighborhood transfer. (Transfers relating to magnet schools are discussed in 2206-R2.)

Students moving from one attendance area to another during the school year may complete their education at their current school (the school now outside their new attendance area) without a transfer.

The District’s department in charge of transfers shall manage and process requests for neighborhood transfers. Approval of transfers will be contingent on capacity of the school; and transfers will be granted only when there is sufficient classroom space; when schools are staffed to serve additional students; and if the applicant meets all other relevant conditions described within board policy 2206. While a student is awaiting approval of a transfer request, the student is required to attend the school in which they are currently enrolled. If an application has been denied, a new application must be submitted if the student wishes their application to be considered in a future transfer window.

Application Windows and Deadlines:

The application window for the upcoming school year will be announced no later than October 1 of the preceding school year. If a second application window is needed the dates will be announced no later than May 1 of the preceding school year. Transfer applications must be submitted by the window’s deadlines. Late applications will be considered only on an emergency basis (as described below); or if there are extenuating circumstances as determined by the Superintendent or their designee making late determinations appropriate (e.g., students moving to the District after the deadline; new family hardships significantly affecting the appropriateness of the student’s current school, or newly hired district personnel) so long as space is available at the relevant school.

Building Capacity and Special Limitations:

In addition to other requirements within Policy 2206, approvals of neighborhood transfers depend upon building capacity as determined by district forecast (including previously approved transfers) and other special conditions described below:

<u>Building Capacity</u>	<u>Limited to Students Who Are...</u>	<u>As Long As...</u>
Below 85%	NA (no conditions)	There is sufficient classroom space in the applicable grade and adequate staffing at the school.
Between 85% and 91%	Children of TPS employees or siblings of current students at that school.	There is sufficient classroom space in the applicable grade and adequate staffing at the school.
92% and above	Children of that school’s staff.	There is sufficient classroom space in the applicable grade and adequate staffing at the school.

Emergency-Based Transfers:

The leader of the District's enrollment offices will consider and approve or decline all requests for all neighborhood transfers made on safety/emergency grounds. Such transfer requests shall be made to the enrollment office, which will consult with the District's Office of Student and Family Support Services, as appropriate, to understand the extenuating circumstances supporting the transfer.

Revocation:

As noted in Policy 2206, if there is not enough capacity (not enough seats or space) to serve students living in the school's attendance area, 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. If it is necessary to revoke neighborhood transfers due to a lack of capacity, the District will notify families prior to the end of the school year and work with those families to determine the least disruptive school for new enrollment the following fall.

If a student is not successful in a school to which they have received a neighborhood transfer in that there is chronic absenteeism or significant misconduct concerns, the school leader will discuss the concerns with the student and family. If the school leader's determination is that it would be in the student's best interest to attend a different school, the Superintendent or their designee will consult with student's family and other school leaders to determine whether the transfer should be revoked and, as applicable, which school would be a better placement and the best timing for the student to begin attending the new school.

Cancellation of District Transfers by Parents/Guardians

If a student wishes to return to their neighborhood school the parent/guardian must reenroll the student in that attendance area school. Barring extenuating circumstances determined by the Superintendent or their designee, such students may not begin attending their neighborhood school until the beginning of the next semester. The parent/guardian must provide proof of address at the time of enrollment.

Athletic Eligibility

Approval of a transfer does not automatically make the student eligible to participate in athletics. Questions concerning athletic eligibility should be directed to the department at the Education Service Center leading the district's activity/athletic programs.