

**PROPOSED POLICY RE:  
INTRA-DISTRICT TRANSFER FOR CHILDREN OF DISTRICT EMPLOYEES  
ATTENDING ELEMENTARY SCHOOL**

This Policy shall apply to the intra-district transfer of elementary school students whose parent/guardian is employed by the District as an administrator, teacher, other certificated instructional personnel, or educational support personnel. Generally, every student in the District is required to attend the school in the attendance area in which he or she resides.

However, elementary school students may attend a school other than that to which they are assigned if (1) the student's parent/guardian is employed by the District as a full-time teacher, administrator, other certificated instructional personnel or educational support personnel; (2) the District employee resides within the District; (3) the student resides with the District employee; and (4) the District employee has legal custody of the student. Students who transfer under this Policy may attend only the elementary school where the parent/guardian is employed.

**Request/Approval/Denial**

All transfer requests under this Policy must be submitted to the Superintendent's Office for approval by June 1<sup>st</sup> each year. Transfer requests must be re-submitted each school year in order to allow the District to evaluate whether it can accommodate all the requests. Approval of such transfers shall be subject to availability of space. No student currently residing within an elementary school's attendance area shall be displaced by another student transferring from outside the attendance area. The Superintendent may deny a request if:

1. the transfer would result in the expenditure of additional educational funds or cause the District to hire additional personnel;
2. the transfer would result in a population imbalance at any of the District's elementary schools;
3. the transfer would not be in the best interest of the District, the school or the student

If insufficient capacity exists to accommodate all students requesting a transfer under this Policy, the following process will be used to fill the available spaces:

1. students whose transfer request was granted for the previous school year will have first priority
2. siblings of students already attending the requested schools will have next priority
3. the remaining students will be determined for transfer through a lottery selection

**Transportation**

The District shall not be obligated to provide transportation for students who attend school outside their attendance area, unless required by law.

## **Revocation**

The intra-district transfer may be revoked by the Superintendent for the following reasons:

1. documented pattern of late arrivals, late pick-ups, or poor attendance;
2. documented pattern of persistent disruptive behavior or;
3. circumstances deemed by the Superintendent to be in the best interest of the District, school, or student

ADOPTED: May 25, 2011