

## ADMINISTRATIVE REPORT

**DATE:** October 14, 2021

**TOPIC:** #7.1 - Intra-district Transfer (IDT) and Open Enrollment (OE) Parameters 2022-23

**PRESENTER:** Dr. Tyrone Brookins, Assistant Superintendent  
Kelly Jansen, Assistant Superintendent  
Kristine Schaefer, Assistant Superintendent

**REFERENCE TO POLICY/STATUTE:** Policy 509, Open Enrollment (OE)  
Policy 509.1, Intra-District Transfers (IDT)

### A. PURPOSE OF REPORT

- a. Review Intra-District Transfer and Open Enrollment Definitions
- b. Define Elementary Intra-District Parameters and Timeline
- c. Define Secondary Intra-District Parameters and Timeline
- d. Review Open Enrollment Parameters and Timeline
- e. Review Schools Closed to Open Enrollment

### B. RECOMMENDATION

- a. Approval



## ELEMENTARY INTRA-DISTRICT TRANSFER PARAMETERS

1. Intra-district transfer requests for the 2022-2023 school year may be granted for all elementary schools on a space available basis subject to the approval of the Assistant Superintendents. <sup>[[L]]</sup><sub>[[SEP]]</sub>
2. Acceptance of a student under an intra-district transfer shall be granted after the staffing levels for the schools have been determined and shall not increase the number of students at a grade level within the receiving school beyond 90% of the established classroom capacity for that grade level. <sup>[[L]]</sup><sub>[[SEP]]</sub>
3. Transfer approvals will be limited to a net +/- 3% above or below the assigned attendance boundary enrollment per grade level. <sup>[[L]]</sup><sub>[[SEP]]</sub>
4. Younger siblings will have priority if their older brothers or sisters are currently on an approved intra-district transfer. The approval is still subject to space being available in the school and at the grade level requested. <sup>[[L]]</sup><sub>[[SEP]]</sub>
5. Acceptance of a student under an intra-district transfer shall not increase staffing requirements at the school receiving the student. <sup>[[L]]</sup><sub>[[SEP]]</sub>
6. Students approved for an intra-district transfer in one year shall be included in the enrollment projections of the receiving school in future years for staffing purposes. <sup>[[L]]</sup><sub>[[SEP]]</sub>
7. New kindergarten students in the fall of 2022 who have an elementary sibling already attending a school under an intra- district transfer will be enrolled in the intra-district transfer school unless otherwise requested. <sup>[[L]]</sup><sub>[[SEP]]</sub>
8. Applications for initial consideration to transfer to another elementary school outside of the assigned attendance boundary should be submitted by March 1, 2022. <sup>[[L]]</sup><sub>[[SEP]]</sub>
9. If the number of intra-district transfer requests exceeds the available space in a grade level, the order of approval shall be determined by selection through a lottery process. Applications submitted after March 1, 2021 will be added to the existing waiting list created for each school. <sup>[[L]]</sup><sub>[[SEP]]</sub>



10. Parents/guardians are responsible for providing transportation to and from school and adhere to school start and end times in every instance where an intra-district transfer has been approved. <sup>[L]</sup><sub>[SEP]</sub>
11. Families must reapply if requesting enrollment at a school outside the assigned attendance boundary when school transitions occur (elementary to middle; middle to high school). <sup>[L]</sup><sub>[SEP]</sub>
12. The School Board shall review the outcome of the intra-district transfer policy for elementary schools and make recommendations for the following school year. <sup>[L]</sup><sub>[SEP]</sub>

### SECONDARY INTRA DISTRICT PARAMETERS

1. Intra-district transfer requests may be granted on a space available basis subject to the approval of the Assistant Superintendents. <sup>[L]</sup><sub>[SEP]</sub>
2. Transfer approvals will be limited to a net +/- 3% above or below the assigned attendance boundary enrollment per grade level to assure that space is used efficiently and that no site is over capacity or student opportunities diminished due to significant loss of enrollment. <sup>[L]</sup><sub>[SEP]</sub>
3. Should net requests to a school exceed +/- 3% above or below the assigned attendance boundary enrollment per grade level, a lottery process will determine the order of approval. <sup>[L]</sup><sub>[SEP]</sub>
4. Students approved for an intra-district transfer in one year shall be included in the enrollment projections of the receiving school in future years for staffing purposes. <sup>[L]</sup><sub>[SEP]</sub>
5. Eligibility for athletic participation related to a transfer to a different school would be under the rules and guidelines of the Minnesota State High School League. MSHSL has ultimate authority in these matters. Note: the MSHSL already recognizes International Baccalaureate as an exception to their transfer eligibility policy. <sup>[L]</sup><sub>[SEP]</sub>
6. Acceptance of a student under an intra-district transfer shall not increase staffing requirements at the school receiving the student. <sup>[L]</sup><sub>[SEP]</sub>



7. Applications for initial consideration to transfer to another high school outside the assigned attendance boundary should be submitted by December 15, 2021. Applications submitted after December 15, 2021 will be added to the existing waiting list created for schools. <sup>[[L]]</sup><sub>[[SEP]]</sub>
8. Parents/guardians are responsible for providing transportation to and from school and adhere to school start and end times in every instance where an intra-district transfer has been approved. <sup>[[L]]</sup><sub>[[SEP]]</sub>
9. The School Board shall review the intra-district transfer policy each year and make recommendations for the following school year. <sup>[[L]]</sup><sub>[[SEP]]</sub>

OPEN ENROLLMENT FOR NON-RESIDENT STUDENTS

1. Applications for initial acceptance under Open Enrollment will begin Dec. 1, 2021 and are due no later than 4 p.m. on Jan. 15, 2022. Notification regarding acceptance will occur by Feb. 15, 2022. Applications submitted after Jan. 15, 2022 will receive a decision letter by mail within 45 days of receipt of the application. <sup>[[L]]</sup><sub>[[SEP]]</sub>
2. Open enrollment for non-resident students will be set at a minimum of 1% and a maximum of 3%. <sup>[[L]]</sup><sub>[[SEP]]</sub>
3. Schools and/or grades meeting or exceeding the thresholds for intra-district transfer considerations have also met the criteria for being closed to open enrollment. <sup>[[L]]</sup><sub>[[SEP]]</sub>
4. Students moving during the school year outside of the South Washington County Schools attendance boundaries may <sup>[[L]]</sup><sub>[[SEP]]</sub> apply for open enrollment and be able to finish the school year at the current school. However, the student(s) may be <sup>[[L]]</sup><sub>[[SEP]]</sub> assigned to a different school the next year. <sup>[[L]]</sup><sub>[[SEP]]</sub>
5. Open enrolled students will continue at their assigned school throughout their years at each level. Families are provided <sup>[[L]]</sup><sub>[[SEP]]</sub> with the opportunity to indicate their preferred school, when school transitions occur (elementary to middle; middle to high school). The district retains the right to assign non-resident students to sites other than direct feeder schools when these transitions occur, based upon capacity and program. <sup>[[L]]</sup><sub>[[SEP]]</sub>

