

# Enrollment Procedure: Intra District Transfer (IDT) Requests

South Washington County Schools  
 7362 East Point Douglas Rd. S.  
 Cottage Grove, MN 55016



<b>PROCEDURE NAME</b>	Intra District Transfer (IDT) Procedures		
<b>PURPOSE</b>	Outline the procedures for resident families who wish to have their child attend a school outside of their assigned attendance boundaries.		
<b>EFFECTIVE DATE</b>	Fall 2023		
<b>DEPARTMENT / ADMINISTRATOR RESPONSIBLE</b>	Assistant Superintendents	<b>CONTACT INFORMATION</b>	651-425-6201
<b>APPLIES TO</b> apply group names to define applicable areas of staff			
District Families			

## DEFINITIONS

- Intra-District Transfer (IDT): Provides the opportunity for District 833 resident families to request to have their child attend a school outside of their assigned attendance boundaries.
- Priority Application: An application submitted before the deadline, that is for:
  - siblings of currently enrolled students;
  - applications related to an approved integration and achievement plan; and
  - children of the school district's staff.

## PROCEDURE

1. The parent/guardian/student will complete a transfer request form and submit it to the Student Information Office by the timeline outlined below. Requests received after the timeline will be decided on a case-by-case basis.
  - a. Elementary:
    - i. Applications Accepted December 1 - March 1 (4 p.m.)
    - ii. Any applications received after March 1 will receive the next number on the waitlist
    - iii. Decision letters will be mailed out by April 1
  - b. Secondary:
    - i. Applications Accepted October 15 through December 15 (4 p.m.)
    - ii. Any applications received after December 15 will receive the next number on the waitlist
    - iii. Decision letters will be mailed out by January 15

2. Requests will be reviewed by an Assistant Superintendent, in consultation with the affected building Principals.
3. Applications received outside the timeline outlined above will be reviewed on a monthly basis. The Assistant Superintendent will approve/deny the request and the parent/guardian/student will be notified in writing by the Student Information Office of the status of the request.
4. The approval/denial of the request will be based on the following criteria:
  - a. The granting of an initial IDT request to transfer shall not result in an increase in staffing at the receiving school.
  - b. ~~The granting of an initial IDT request will not increase enrollment at that grade level beyond 95% of the student capacity for that grade level.~~
  - c. The granting of the initial IDT request will not result in school capacity over 95% (middle and high school) or 90% (elementary). Exceptions may be made when both schools are over 95% capacity.
  - d. Under extenuating circumstances, the Superintendent/designee may adjust these regulations.
5. If the number of intra-district transfer requests exceed the available space in a grade level, the order of approval shall be determined by selecting names through an impartial lottery.
6. Intra-District transfer requests by principals for their children to attend the school in which they serve will be granted prior to any lottery, and is subject to all staffing and space requirements.
7. The following applications will be considered priority applications (the approval is subject to space being available in the school and at the grade level requested):
  - a. siblings of currently enrolled students;
  - b. applications related to an approved integration and achievement plan; and
  - c. children of the school district's staff.
8. The priority applications process will take place first:
  - a. The number of Bingo Balls matching the number of priority applications is placed in the Bingo Cage.
  - b. The order in which the numbered ball falls, establishes the lottery number assigned to the priority application.
  - c. This process is repeated for all grade levels receiving more priority applications than seats available.
  - d. All priority applications not offered a seat, will remain open, in order of the issued lottery number until the first day of school year applied for.
9. A second impartial lottery is then conducted with all remaining non-priority applications received by the deadline using the Bingo format.
  - a. The number of Bingo Balls matching the number of applications is placed in the Bingo Cage.
  - b. The order in which the numbered ball falls, establishes the lottery number assigned to the application and will begin after priority applications have been assigned a number.
  - c. This process is repeated for all grade levels receiving more applications than seats available.
  - d. All applications not offered a seat, will remain open, in order of the issued lottery number until the first day of school year applied for.

10. Applications submitted after the initial application window deadline will be added to a wait list created for each school.
11. Students approved for an IDT in one (1) year shall be included in the enrollment projections of the receiving school in future years for staffing purposes.
12. Families must reapply through the IDT process if requesting enrollment outside the assigned attendance boundary when school transitions occur (elementary to middle; middle to high school).
13. Transfer of athletic/fine arts eligibility will comply with the rules and regulations established by the Minnesota State High School League (MSHSL).
14. The parent/guardian/student is responsible for providing transportation to and from school and must adhere to school start and end times in every instance where an intra-district transfer has been approved.
15. A student who changes residence within the school district during a given year will not be required to change schools until the start of the next year.

VERSION HISTORY			
REVISION DATE	APPROVED BY	DESCRIPTION OF CHANGE	AUTHOR
09/26/2022		Moved Policy to Procedure	Assistant Superintendents