

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 3130 P-1

ATTENDANCE AREAS AND TRANSFERS

I. INTRODUCTION

As population and enrollment shifts within the district, changes in attendance areas or transfers of students may become necessary. Students shall attend the school designated for their respective residential areas unless individual requests for transfers have been approved according to board policy and administrative procedures.

II. WITHIN DISTRICT ATTENDANCE AREAS

- A. Students and siblings who are currently in attendance in a given school and living within that boundary area will be allowed to maintain continued enrollment in that particular school.
- B. Students who move into an established attendance boundary area will be admitted to the school designated for that attendance area on a first come, first served basis. When space does not exist, students will be bused, at the district's discretion, to another school in the district. The building principal will put students on a waiting list and the student will, on a first come, first served basis, be readmitted to their home school as space becomes available. Generally, students will be relocated to their home school at the beginning of each year. In cases where siblings are involved, the district will attempt to keep students together.

III. WITHIN DISTRICT ATTENDANCE AREA TRANSFERS

- A. Transfer requests for the next school year are to be submitted to the student's assigned school based on their current address by April 29.
- B. The parent/guardian will complete the district transfer request form (See Attachment 1) and submit it to the building principal.
- C. Approved transfer requests are only valid for one school year. Transfer applications must be submitted and reviewed annually.
- D. Building principals will meet in the spring to review requests received by April 29.
- E. Building principals, along with district administrators, will use agreed upon guidelines as they review transfer requests in order to determine:
 - the most appropriate educational program or services available to improve the student's condition or opportunities as stated in requesting the transfer.

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- if space is available by grade level or classes at the building in which the student desires to be enrolled.
 - if the transfer will allow siblings to attend the same school.
 - if the student's transfer will likely create a risk to the health or safety of other students or staff at the new building.
 - if the student has discipline issues, chronic attendance problems, or is lacking academic progress.
 - if the school is more accessible to the parent's place of work or location of child care.
- F. Parents/guardians who submit their request(s) by the April 29 deadline will be notified of decisions by the second week of May.
- G. All requests made after April 29 may be held until August 22.
- H. Principals will meet again the last week of August to review any requests made after April 29 using the same guidelines established in the spring.
- I. Parents/guardians will be notified of decisions prior to the start of school.
- J. If the request for transfer is denied, the parent/guardian may appeal to the superintendent or designee for a review of the decision.
- Appeals must be made in writing within ten (10) working days of the notification of transfer denial.
 - Once the appeal is reviewed and a decision is made by the superintendent/designee, it will be communicated to the parent via email, phone call or letter.
 - The decision of the appeal is final.

Parents/guardians are responsible for providing transportation for all students who transfer between schools.

The following reasons may constitute just cause for the district to return a student to his/her attendance area school:

1. Lack of academic effort or progress
2. Poor attendance
3. Excessive tardiness
4. Discipline problems

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Transfers of students back to their attendance area schools for any of these reasons should generally occur at the end of a term unless the time of the transfer is mutually agreed upon by both principals.

Duration of the transfer is for the designated school year only or a stated period of time of lesser duration.

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