

**You do not need to complete this paperwork again if your child has previously been approved for a parent/guardian initiated transfer.**

**ELEMENTARY SCHOOL TRANSFER REQUEST FORM**  
**2023-2024 School Year**

Student Name: \_\_\_\_\_

Assigned School Attendance Area: \_\_\_\_\_

Requested School Attendance Area: \_\_\_\_\_

Grade Level 2023-2024 \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Primary Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

<b>Siblings Name</b>	<b>Grade 2023-2024</b>
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_____	_____
_____	_____
_____	_____
_____	_____

Are you requesting a transfer for any other children in the family? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please attach a separate request for each.

Reason for the transfer request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand this request must be returned by March 19, 2023 and if a transfer is approved my child will remain in this newly assigned school until completion of the highest grade in this building.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

Please return to [juliegengler@waunakee.k12.wi.us](mailto:juliegengler@waunakee.k12.wi.us) District Registrar  
905 Bethel Circle Waunakee, WI 53597

**Policies of the Board of Education Series 400:  
Students INTRA-DISTRICT TRANSFERS OF STUDENTS**

432-Rule The transfer of elementary school students within the school district but outside their own attendance area may be approved at the superintendent's discretion under the following conditions:

1. Transfers are considered an accommodation. The right of students in each attendance area to proper class sizes will be a high priority.
2. Continuing enrollees will have priority over new applicants. Should it be necessary to reduce class size students attending a school outside their attendance area shall be transferred before students residing in the attendance area.
3. The school a student is requesting to attend must have room available under district guidelines for reasonably balanced class sizes. Space should remain available for increases in enrollment from new students moving into the attendance area during the school year so as to avoid overcrowding classrooms.
4. Student transfers for unique programs in the area of special education are not covered by this policy. Building assignments for students with disabilities will generally be the school serving their attendance area. However, assignments may be outside the CWD students' attendance area in order to accommodate the students' specific program needs.

**Parent/Guardian Initiated Requests**

1. The reason for making the transfer must be in the educational interest of the child – not simply as a means of acquiring a different teacher or school, or for the convenience of parents.
2. Students transferred under this policy from one attendance area to another may be transported to their chosen school utilizing the shuttle bus system. A student within walking distance to his/her "home" school shall walk to that school and board the shuttle bus. A student who is normally transported to his/her home school shall also utilize the shuttle system upon being delivered to his/her home school. Parents/guardians that do not want their child to utilize the shuttle system shall be responsible for the child's transportation.
3. The parent/guardian of each applicant must submit a written transfer request by March 15th to the school principal of the regularly assigned school (home attendance area) with a copy provided the Superintendent. The transfer of a student within the district shall be reviewed and a decision rendered no later than August 1st prior to the start of the school year. In the interest of keeping families together, incoming Kindergarten siblings of approved Parent/Guardian Initiated Requests will be placed in the elementary school assigned to their older sibling. If the Parent/Guardian desires the incoming sibling to attend the neighborhood elementary school, he/she must submit a written transfer request by March 15th to the school principal of the regularly assigned school with a copy provided the Superintendent. When a family moves into another attendance area between March 16th and the beginning of the next school year, the student will be placed into the new attendance area. If the parent/guardian would like to request that their student stay in the elementary school of the attendance area they moved from, they may submit a parent initiated request to the Superintendent for review. A district decision will be reached within two weeks of the requests. Administration shall retain the right to assign students to specific schools under the guidelines of Board policy.
4. When a family moves within the district during the school year the student shall continue enrollment for the balance of that year at the school attended immediately before the move. The parent/guardian may request a transfer to the new attendance area. A district decision will be reached within two weeks of the requests. Administration shall retain the right to assign students to specific schools under the guidelines of Board policy.

5. There is no appeal from the decision of the Superintendent unless it can be shown he/she has not followed Board policy.

#### District-Initiated Transfers

1. Lack of space availability, class size problems and population concentration at times may result in the administration assigning students to a school located in other than a students' home school attendance area. District transportation will be provided utilizing the shuttle system for transferred walkers and bus riders.

2. District-initiated student transfers under this rule shall be made as early as possible with parent/guardian notification being made no later than August 1st prior to each school year.

3. Identification of students for possible transfer under this policy will be based on these factors in priority order: a) Any student previously transferred by administrative action shall not be considered for further administrative initiated transfer. b) Geographic proximity to the receiving school. Students who are bused will be considered for transfer before students who are within walking range of the school site. c) Proximity to existing or possible transportation route. d) Prior district-initiated transfers in the neighborhood or area. e) Selection will be so as not to split siblings in a family.

4. Students transferred under this policy shall remain at the newly assigned school until completion of the highest grade in that building. In the interest of keeping families together, incoming Kindergarten siblings of District Initiated Transfers will be placed in the same elementary school as the older sibling(s) (if the older sibling(s) still resides in the school). If the Parent/Guardian desires the incoming sibling to attend the elementary school in their home attendance area if space allows, he/she must submit a written transfer request by March 15th to the school principal of the regularly assigned school with a copy provided the Superintendent. When/If the conditions resulting in the transfer no longer exist, parent/guardian may make a request by March 15th for students affected by the above assignments to return at the end of the current school year to the school in their home school attendance area. Identification of students for possible return under this policy will be based on these factors in priority order: a) Students on a waiting list from the prior school year. b) Geographic proximity to the home school attendance area. Students who are within walking range of the school site will be considered for return before students who are bused. c) Proximity to existing or possible transportation route. d) Prior district-initiated transfers in the neighborhood or area. e) Selection will be so as not to split siblings in a family. f) Date of move into applicable attendance area.

5. There shall be no appeal of the superintendent's decision on transfer unless it can be shown he/she has not followed Board policy. Open Enrollment Students Students enrolled under Wisconsin's Open Enrollment Law shall be initially placed in the elementary school where space is available and in a manner which assists the district maintain class size balance. Once enrolled these students will have the same intra-district transfer rights as resident students. The district retains the right, under its open enrollment policies, to seek a reapplication once during the student's career.

Adopted: 12/11/95

Revised: 4/13/98 March 2002 February 2006 January 2007 January 2008 March 2011 February 2012