



**CENTRAL BERKSHIRE REGIONAL SCHOOL DISTRICT**

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**REQUEST FOR INTRA-DISTRICT TRANSFER OF STUDENT(S)\***

Date \_\_\_\_\_

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

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Student Name(s) \_\_\_\_\_ Grade \_\_\_\_\_

Present School \_\_\_\_\_

Requested School \_\_\_\_\_

Reason for Transfer \_\_\_\_\_

*Office Use Only: Checklist (Initial)*

\_\_\_\_\_ Written request from custodial parent(s)/guardian received (attached)

\_\_\_\_\_ Consultation with Superintendent/Principal

\_\_\_\_\_ Determination made with Principal on room capacity on receiving classroom

\_\_\_\_\_ Principal met with requested custodial parent(s) or guardian(s) on \_\_\_\_\_

\_\_\_\_\_ Principal notifies Superintendent that he/she will accept student at their school

\_\_\_\_\_ Written notification sent to custodial parent(s)/guardian by Superintendent

\_\_\_\_\_  
Sending Principal

\_\_\_\_\_  
Receiving Principal

\_\_\_\_\_  
Superintendent

\*See Policy 6130 – Intra-District Transfer of Students

## **6130: Intra-District Transfer Of Students**

**6130.1** It is the position of the School Committee and the Administration that each of the four elementary schools in the Central Berkshire Regional District:

- offers a high quality, well rounded, and educationally sound program, and;
- are appropriately staffed with high quality teachers and support personnel.

**6130.2** It is intended that all residents of the member towns of Becket, Cummington, Dalton, Hinsdale, Peru, Washington, and Windsor in grades kindergarten to five, inclusive, will receive their education in facilities located within the district and, initially, in the following schools: Becket and Washington residents at the Becket Washington School; Hinsdale and Peru residents at the Kittredge Elementary School; Cummington and Windsor residents at the Berkshire Trail Elementary School, and Dalton residents at the Craneville Elementary School.

**6130.3** A student may be permitted to transfer from the school to which the student is to attend under Section 6130.2 to an elementary school within the district upon request by his/her custodial parent(s) and/or guardian(s) and written approval by the Superintendent of Schools (or his/her designee) provided that:

**6130.31** The Superintendent (after consultation with the Principal) determines that such a reassignment is prudent and can be accomplished;

**6130.32** There is sufficient capacity in the receiving classroom to accommodate the incoming student (such capacity to be determined AFTER the Non-Resident Student provisions of Policy 6125 have been applied);

**6130.33** The Principal after meeting with the requested custodial parent(s) and/or guardian(s) determines the requested intra-district transfer is in the best interest of the student.

**6130.34** The School Committee reserves the right to review class sizes across the district's four elementary schools and use Intra-district transfer of students to adjust, if necessary, class sizes from school to school.

6130.4 The following statement, present in Non-Resident Student Policy 6125.5, applies to the school district's acceptance of the provisions of School Choice:

It is the policy of the Central Berkshire Regional School District to admit non-resident students under the terms and conditions of the Intra-district School Choice Law (M.G.L. 76:12), in order to enrich the educational experience of Central Berkshire Students by providing a more diverse student population and additional funding for the educational program of the District.

To that end, in order to plan for fall enrollment figures, preference will be given to non-resident students over resident students requesting an intra-district transfer in determining the number of available seats that a classroom might have for intra-district transfers.

**6130.5** Notwithstanding all of the provisions above, further consideration will be given on a case-by-case basis to custodial parent(s) and/or guardian(s) who can demonstrate a legitimate hardship that would prevent an appropriately positive educational experience to be received by such student in the school to which the student is to attend under Section 6130.2. Issues of child care, teacher/class placement, recommendations for grade retention, social issues, or other like concerns are not likely to be given serious consideration as a legitimate hardship.

**6130.6** If an intra-district transfer request is granted, it will be incumbent upon the parent(s) and/or guardian(s) of the student to transport the student to school. However, transportation to school will be provided to the extent it is available and without additional cost to the district.

**6130.7** Custodial parent(s) and/or guardian(s) may request an intra-district transfer and must do so in writing to the Superintendent. To receive priority status for the following school year requests must be received no later than May 15th. All requests will be considered by the end of the business day on August 15. If on August 15 there are more applicants for transfers than there are slots to accommodate them, the building principal and central office administration will determine, using locally developed procedures, which students will be allowed to transfer. All custodial parent(s) and/or guardian(s) will be notified no later than August 16th of the status of their applications.

Adopted: August 28, 2003

Revised: December 9, 2004 (6130.2, changed facilities locations from "communities" to "schools".)