

*Proposed May 8, 2003*  
*Adopted June 12, 2003*  
*Revised*

## **533 IN-DISTRICT TRANSFER POLICY – Kindergarten Only**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for in-district transfer of Kindergarten students from one elementary school to the other elementary school.

### **II. GENERAL STATEMENT OF POLICY**

It is the policy of this School District to provide for in-district transfers of only Kindergarten students between elementary schools when certain criteria are met.

These criteria are as follows:

- A. A Chisago Lakes ISD #2144 In-District Transfer Application must be submitted to the Superintendent's Office by April 1<sup>st</sup>.
- B. The approval of each request will depend upon adequate space at the requested elementary school, as well as economical and educationally sound staffing arrangements.
- C. In addition, daycare factors will be taken into account such as the length of time the child has been at a particular daycare provider and the distance of the daycare provider from the child's home and the attendance area school.
- D. District transportation may be utilized as long as the district incurs no additional cost and the bus stop for the student is an existing bus stop or can be assigned to an existing route. District transportation will not cross attendance areas.

Open enrollment requests for Kindergarten only from residents of other districts will not be considered or approved until after in-district transfers have been approved or disapproved.

In-district transfers for Kindergarten only will be considered and parents will be notified prior to Kindergarten Round-up.

This policy will also apply to the younger siblings of the Kindergarten student.

*Cross References:* Chisago Lakes ISD #2144 In-District Transfer Application – Kindergarten Only.