

5040 TRANSFERS WITHIN THE SCHOOL DISTRICT

The intent of the transfer policy is to minimize disruption of the education process for the student by maintaining continuous attendance in a school setting with his/her peers. The School District is committed to providing students with appropriate learning options that enable them to establish and maintain a successful educational plan.

Approval of Transfer Requests

The Assistant Superintendent will allow or deny a transfer request after careful consideration of the application information. Guided by School Board Policy, District regulations, teacher/student ratio, class size, classroom space and building populations, the Assistant Superintendent will make the final ruling on a transfer request. Transfers not approved by the Assistant Superintendent may be appealed to the transfer appeal board.

Each school year requires extensive advance planning relative to projected enrollments, curriculum offerings, and staffing for each building. Approval of transfers from one building to another will be limited to reasonable requests following designated timelines.

The transfer of a student from one school attendance area to another within the School District may be initiated by the student (18 years of age), by either a parent or guardian, by a School's Supportive Services Team (SST), by the Special Education Child Study Team (CST), or by the principal.

Continuation of Approved Education Transfer

The student may complete all grades contained in the school to which he/she has transferred. To continue attendance from an elementary to a middle school or from a middle school to a high school, completion of a new transfer request will need to be submitted to the Office of the Assistant Superintendent by the due date.

Timelines for Transfer Requests

Student transfer approvals will be implemented either at the beginning of a school year or at the beginning of a school year's second semester. Administration may determine exceptions to these timelines. Transfer requests for the upcoming school year must be submitted prior to April 30th. Second semester transfer requests must be submitted by December 1st. Administration may determine exceptions to these timelines.

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02-12-2008

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