

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Regulations 560 – In-District Transfers

1.0 Initial Assignments

- 1.1 All students are assigned to neighborhood schools based on the attendance area in which they reside or through acceptance into district-wide programs: district Center-Based Special Education programs, Harambee Elementary, Parkview Center School, Spark Program at Central Park and the Dual Language Immersion Program at Little Canada Elementary.

2.0 In-District Transfers Between Neighborhood Schools

- 2.1 The parent/guardian of a student requesting a transfer or requesting to remain in their present neighborhood school after moving outside the attendance area, but within the district, must complete a Request for Student In-District Transfer form (560-R-1). Transfer forms are available on the district website, at neighborhood schools, and in the Central Enrollment Office.
- 2.2 Forms should be submitted to the Central Enrollment Office.
- 2.3 The Central Enrollment Office will accept or deny requests for:
 - 2.31 Newly enrolling students
 - 2.32 Currently enrolled students requesting a transfer that coincides with the start of the school year
 - 2.33 Currently enrolled students requesting to remain at their current school after moving out of the attendance area
- 2.4 Requests listed under Section 2.3 will be approved on a space available basis. When space is no longer available, names will be placed on a waitlist in the order the requests are received. Siblings of currently enrolled students will be placed at the top of the waitlist below any other siblings of currently enrolled students already on the waitlist. If space is no longer available prior to the option school lottery process, a lottery will be held to determine placement on the waitlist instead of the order in which the requests are received.
- 2.5 For currently enrolled students requesting a mid-year transfer without a change in address, central enrollment will forward the form to the principal of the attending school. The principal of the attending and receiving schools shall consider the merits of requests for transfer and communicate approval or denial to Central Enrollment.

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- 2.6 Central Enrollment will communicate the approval or denial of the request to the parents/guardians.
 - 2.7 Parents/guardians may appeal transfer decisions to the Director of Elementary Education.
 - 2.8 Transportation will be the responsibility of the parent/guardian.
 - 2.9 Students who are officially transferred according to this policy and have successfully completed the first year of transfer shall be considered continuous students. They shall not have to reapply for transfer in subsequent years.
 - 2.10 Approval of in-district transfer to a different neighborhood school may be revoked due to poor attendance. The Director of Elementary Education, based on a recommendation from the building principal, will make this decision.
- 3.0 Acceptance Into Option Schools
- 3.1 Roseville Area Schools has four option schools including Harambee Elementary, Parkview Center School, Central Park Elementary (Spark Program) and Little Canada Elementary School (Dual Language Immersion Program). Students from any attendance area in the district may request to attend an Option School. The District provides transportation to Option Schools from residences within district boundaries. Acceptance into Option Schools is based on a lottery selection.
 - 3.2 Acceptance is subject to space available.
 - 3.3 Preference is given to students with siblings currently attending the Option School.
 - 3.4 The district reserves the right to assign students to Option Schools outside of the lottery process. The primary reason for assignment outside the lottery process is to alleviate space issues at neighborhood schools.
 - 3.5 Lottery Process
 - 3.5.1 First Round: The first round will include applications for siblings of currently enrolled students.
 - 3.5.2 Second Round: All other applications will be entered into the second round.

- 3.5.3 Applications from both rounds will be drawn until all applications have been drawn or the waitlist reaches fifty (50) students for a specific grade with a specific option school. Applications will be placed on the waitlist in the order they are drawn with one exception. The exception, sibling preference, is described below.
- 3.5.4 Sibling preference within the lottery rounds will be addressed as follows. Siblings of students accepted through the lottery will be accepted at the same time. If no spots are available, siblings will be placed on the waitlist at the top, with the exception of other siblings who have already been placed on the waitlist.
- 3.5.5. Families will be sent a letter informing them of acceptance, placement on the waitlist, or denial based on the order in which their application was drawn in the lottery. Approval letters will include an enrollment deadline. Families must complete the enrollment process for the Option School by this deadline. If the family does not complete the enrollment process by the deadline, the application will be denied. If the family seeks to enroll at a later date, they will need to reapply, and the application will be treated as a new application.
- 3.5.6 Applications received after the lottery application deadline will be placed at the end of the waitlist in the order they were received. In the event that the waitlist has already reached the fifty (50) student maximum, families will be informed that their application has been denied.
- 3.6 In the case of an appeal, the Director of Secondary Education or the Director of Elementary Education will meet with the family to discuss their concerns. The director will review the appeal to ensure the procedures listed above have been followed. An appeal will only be granted if the above procedures were not followed.

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