

Policy JFBA Intra-District Transfer and Withdrawal - Exhibit A

Issued 8/19

Purpose: To establish the basic structure for the intra-district transfer and withdrawal of students.

Under certain conditions, a student may transfer to a school in another attendance area within the district. To request a special hardship transfer, the parent/legal guardian must make a written request to the district superintendent or his/her designee. A district transfer committee will consider the basis for the request and will also consider available space in the requested school. The decision of the transfer committee is final. A school should not be allowed to become overcrowded because of special transfers. *If* the transfer is granted, the parent/legal guardian is responsible for the student's transportation and must have the student at school on time and picked up promptly at dismissal. As with all transfers, the student must maintain an acceptable discipline record in order for the transfer to remain in effect. *In* all student transfer cases, it is the responsibility of the parent/legal guardian to establish eligibility of student participation in activities sponsored by the South Carolina High School League. *In* order to participate in such activities, a student must meet all league eligibility requirements.

Magnets and Schools of Choice

Students will attend the school located in the attendance zone where their parent/legal guardian resides. Students/Families interested in another educational option should participate in the online application process to attend one of the district's magnet and/or schools of choice. The list of Schools of Choice must be approved annually by the board prior to the online application process. The determination of whether a school will be a School of Choice will be based upon projected facility and staff capacity as well as that of other schools within the same attendance zones. To make a selection, an application must be completed during the annual application process. ~~*If selected through the random lottery to enroll into a magnet and/or school of choice, the student may remain through the highest grade in that school. Yearly readmission is not required.*~~ Parents/Legal guardians must assume all responsibility for transportation for their child(ren) and the student(s) must maintain an acceptable discipline and attendance record in order for the approval to remain in effect. (Students who qualify under the McKinney-Vento Education Program and whose school of origin is within the attendance zone of School District Five are eligible to participate in the online application process for magnet and school of choice). For more information, see policy JFAA/JFAB, *Admission of Resident/Non-Resident Students*.

Children of Employees

A resident employee of the district (0.6-1.0 FTE) will have the option of enrolling his/her child at the employee's school, the appropriate grade level school in the high school attendance zone (cluster boundary) of the employee's location or an appropriate grade level school en route to the employee's school. The district reserves the right to make the school assignment and written approval of such transfers must be obtained from the district superintendent. The employee must assume responsibility for transportation of the child to and from the school in which he/she is enrolled.

Special Education Students

When a student is placed by an IEP team in a school other than his/her home school, the parent/ legal guardian will have the option of enrolling their other school age children in that particular school pending the availability of space in the requested grade. The parent/legal guardian choosing this option must assume responsibility for the transportation for their children who are not provided special education.

Students Who Move During the School Year

A parent/legal guardian who moves from one attendance area in the district to another attendance area within the district must exercise one of the following two options:

Transfer the student immediately to a school within the new attendance area. Transfer the student at the end of the semester.

If the last option is exercised, a parent/legal guardian must provide transportation to and from school during the time in which his/her child attends a school in their former attendance area. The parent/legal guardian must also ensure that the student will arrive at school on time and be picked up promptly upon dismissal. *In* any event, the student must enroll in the school in his/her attendance area at the beginning of the next school year. High school juniors who move within the district during that school year or during the following summer may elect to complete their senior year at their former school. The parent/legal guardian is responsible for transportation.

Students Planning to Move into the District

A parent/legal guardian of a student residing in one attendance area of the district who is in the process of building, buying, or leasing a residence in another attendance area of the district into which he/she intends to move during the school year may enroll his/her child in a school of that attendance area if approval is granted by the district superintendent or his/her designee. The parent/legal guardian will present a letter of intent to reside in that attendance area as well as a copy of a building permit or lease in support of his/her request. The parent/legal guardian must provide all transportation and have the student at school on time and picked up promptly at dismissal.

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School District Five of Lexington and Richland Counties