



# ADDISON NORTHWEST SCHOOL DISTRICT PROCEDURE

<b>PROCEDURE</b>	Intra-District Elementary School Transfer PROCEDURE		
<b>SECTION</b>	Students	<b>CODE</b>	C40R

*Last Updated: August 2023*

## **Specific Procedures Outline:**

- This policy and procedure will be included in all Elementary School Student Handbooks.
- Any parent can request a transfer from one school to another for any of the documented circumstances that are listed in the Board's Policy C40.
- A written request explaining the reason must be submitted to the Superintendent of Schools.
- Requests made under this policy may be denied if the requested move would have negative impacts on class size or staffing at the sending or receiving school or due to other extenuating circumstances.
- Decisions regarding student transfer shall be made by the Superintendent or designee, in consultation with the student's parent(s)/guardian, and relevant education and social service professionals.
- The decision by the Superintendent is final and not subject to appeal.
- Transportation is the responsibility of the student's family and may not be provided to students participating in the in-district transfer program.

***Clarification: This most recent procedure is the one that is to be used. All prior drafts are null and void.***