



2024-25 Grade K-12 INTRA-DISTRICT TRANSFER REQUEST

Student Name _____ Student # _____

Current Grade _____ Effective Date _____ Grade at time of Transfer _____

Parent/Guardian Name _____ Date _____ Phone _____

Student Address _____ Birth Date _____

Attendance Boundary Assigned School _____ Current School _____

School Being Requested _____

Are you currently enrolled under open enrollment with us? Yes No

Are you submitting a request for more than one student? Yes No

If yes, would you like the request to be considered together or separately?

Together Separately

Day Care Name _____ Day Care Phone _____

Day Care Address _____

For more information go to www.sowashco.org

Call: 651-425-6300 Fax: 651-425-6320

**** Middle and high school requests due by Dec. 15, 2023 ****

**** Elementary requests due by March 1, 2024 ****

South Washington County Schools - STUDENT INFORMATION

7362 East Point Douglas Road S., Cottage Grove, MN 55016-3025

(If dates have passed, please submit form as soon as possible.)

Check boxes that pertain to your request for consideration:

Request for the International Baccalaureate (IB) Program at Park High School.

Request for the Multi-age Magnet Program at Valley Crossing Elementary for grades 1-5 only

Check here if you will have a Gateway sibling in 2024-25.

My signature indicates I understand:

- 1) **The student/parent/guardian is responsible for providing transportation.**
- 2) Minnesota State High School League rules relative to participation in varsity sports.
- 3) District Administration reserves the right to return the student to their attendance boundary school when a student has recurring unexcused absences, including unexcused tardiness.
- 4) District policies and procedures pertaining to intra-district transfers.

This transfer, if approved, will be on a continuing basis at the school you are requesting until a school level transition occurs (elementary to middle/ middle to high school. Notifications whether the request is approved will be made in writing for middle and high school students by Dec. 22, 2023 and by Mar. 15, 2024 for elementary students.

Parent/Guardian signature(s): _____

• FOR OFFICE USE ONLY •

DATE RECEIVED IN STUDENT INFORMATION

Date _____

Approved - capacity available

Disapproved for lack of capacity

Trisha Turitto, Manager
Student Information

SoWashCo Schools 2024-25 Intra-District Transfer Guidelines

The following Intra-District Transfer guidelines, for resident students of South Washington County Schools, will take effect for 2024-25 school year. The Intra-District Transfer application window opens on October 15, 2023 for secondary students and December 1, 2023 for elementary students. Initial requests for secondary student transfers are due no later than 4 p.m. on December 15, 2023 and initial requests for elementary school transfers are due no later than 4 p.m. on March 1, 2024. Applications received after the initial due dates will be added to existing waiting lists.

Elementary Schools

1. Intra-district transfer requests for the 2024-25 school year may be granted for all elementary schools on a space available basis subject to the approval of the Assistant Superintendents.
2. Acceptance of a student under an intra-district transfer shall be granted after the staffing levels for the schools have been determined and shall not increase the number of students at a grade level within the receiving school beyond 90% of the established classroom capacity for that grade level.
3. Transfer approvals will be limited to a net +/- 3% above or below the assigned attendance boundary enrollment per grade level.
4. Younger siblings will have priority if their older brothers or sisters are currently on an approved intra-district transfer. The approval is still subject to space being available in the school and at the grade level requested.
5. Acceptance of a student under an intra-district transfer shall not increase staffing requirements at the school receiving the student.
6. Students approved for an intra-district transfer in one year shall be included in the enrollment projections of the receiving school in future years for staffing purposes.
7. New kindergarten students in the fall of 2024 who have an elementary sibling already attending a school under an intra-district transfer will be enrolled in the intra-district transfer school unless otherwise requested.
8. Applications for initial consideration to transfer to another elementary school outside of the assigned attendance boundary should be submitted by March 1, 2024.
9. If the number of intra-district transfer requests exceeds the available space in a grade level, the order of approval shall be determined by selecting names through a lottery process. Applications submitted after March 1, 2024 will be added to the existing waiting list created for each school.
10. Parents/guardians are responsible for providing transportation to and from school and adhere to school start and end times in every instance where an intra-district transfer has been approved.
11. Families must reapply if requesting enrollment at a school outside the assigned attendance boundary when school transitions occur (elementary to middle; middle to high school).
12. The School Board shall review the outcome of the intra-district transfer policy for elementary schools and make recommendations for the following school year.

Middle Schools

1. Intra-district transfer requests for the 2024-25 school year may be granted on a space available basis subject to approval of the Assistant Superintendents.
2. Transfer approvals will be limited to a net +/- 3% above or below the assigned attendance boundary enrollment per grade level.
3. Acceptance of a student under an intra-district transfer shall not increase staffing requirements at the school receiving the student.
4. Students approved for an intra-district transfer in one year shall be included in the enrollment projections of the receiving school in future years for staffing purposes.
5. Applications for initial consideration to transfer to another middle school outside the assigned attendance boundary should be submitted by December 15, 2023.
6. If the number of intra-district transfer requests exceeds the available space in a grade level, the order of approval shall be determined by selecting applications through a lottery process. Applications submitted after December 15, 2023 will be added to the existing waiting list created for schools.
7. Parents/guardians are responsible for providing transportation to and from school and adhere to school start and end times in every instance where an intra-district transfer has been approved.
8. Families must reapply if requesting enrollment outside the assigned attendance boundary when school transitions occur (elementary to middle; middle to high school).
9. The School Board shall review the intra-district transfer policy each year and make recommendations for the following school year.

High Schools

1. Intra-district transfer requests for East Ridge High School, Park High School and Woodbury High School for the 2024-25 school year may be granted on a space available basis subject to the approval of the Assistant Superintendents.
2. Transfer approvals will be limited to a net +/- 3% above or below the assigned attendance boundary enrollment per grade level to assure that space is used efficiently and that no site is over capacity or student opportunities diminished due to significant loss of enrollment. Priority for enrollment will be given to students who request transfer to the International Baccalaureate Program at Park High School.
3. Should net requests to a school exceed +/- 3% above or below the assigned attendance boundary enrollment per grade level, a lottery process will determine the order of approval.
4. Students approved for an intra-district transfer in one year shall be included in the enrollment projections of the receiving school in future years for staffing purposes.
5. Eligibility for athletic participation related to a transfer to a different school would be under the rules and guidelines of the Minnesota State High School League. MSHSL has ultimate authority in these matters. Note: the MSHSL already recognizes International Baccalaureate as an exception to their transfer eligibility policy.
6. Acceptance of a student under an intra-district transfer shall not increase staffing requirements at the school receiving the student.
7. Applications for initial consideration to transfer to another high school outside the assigned attendance boundary should be submitted by December 15, 2023. Applications submitted after December 15, 2023 will be added to the existing waiting list created for schools.
8. Parents/guardians are responsible for providing transportation to and from school and adhere to school start and end times in every instance where an intra-district transfer has been approved.
9. The School Board shall review the intra-district transfer policy each year and make recommendations for the following school year.