

## Conditions of an Approved Intra-District Transfer

An approved intra-district transfer request does not guarantee the student will be assigned to the requested school. The Committee reserves the right when granting a request to determine the school to which the student is transferred.

- The District will **not** provide transportation for the student to or from the transfer school unless transportation is otherwise required by law. Paid transportation by the District will not be available, and the parent will be responsible for transporting their child to and from school.
- The District does not guarantee the same academic courses that are available at the student's home school will be available at the receiving school.
- In the event that a family makes requests for more than one child in a family unit, each request will be reviewed and evaluated on an individual basis.
- An approved intra-district transfer request is valid for only one school year. Parents/guardians will need to submit a request for each subsequent school year consistent with the District's intra-district transfer policy and procedures.

## Rescission of an Approved Intra-District Transfer

An approved intra-district transfer request may be rescinded by the District at any time based on the following factors, including but not limited to:

- The student engages in misconduct that is disruptive to the educational environment.
- The student demonstrates a pattern of unexcused tardiness or absences.
- The student does not maintain good academic standing.
- The conduct of the student's parents/guardians toward staff, administration, other parents,

and students that is not consistent with Board Policy 8:30, *Visitors to and Conduct on District Property*.

- The student's parents/guardians elect not to respond to or meaningfully participate in required meetings that staff and/or administration have invited parents/guardians to attend on behalf of the student.
- Other relevant factors as determined by the Committee.

## D15 Intra-District Transfer Committee Members

- Claire Kowalczyk, Ed.D., Deputy Superintendent
- Tom Edgar, Ph.D., Assistant Superintendent for Educational Services
- Melinda McGuffin, Ed.D., Assistant Superintendent for Student Services
- Renee Urbanski, Assistant Superintendent of Multilingual Programs
- Tom Bramley, Director of Transportation

## For more information, please contact:

- Jamie Wieckiewicz, Senior Executive Assistant, Administrative Services, 847-963-3209, [wieckiej@ccsd15.net](mailto:wieckiej@ccsd15.net)
- Stefanie Hodermarsky, Senior Executive Assistant, Superintendent's Office, 847-963-3210, [hodermas@ccsd15.net](mailto:hodermas@ccsd15.net)
- *For support in Spanish, please contact:* Clara Neff, District Translator, Superintendent's Office, 847-963-3161, [neffm@ccsd15.net](mailto:neffm@ccsd15.net)

---

# CCSD15 Intra-District Transfer Request Procedures

---

[www.ccsd15.net/D15Intra-DistrictTransfer](http://www.ccsd15.net/D15Intra-DistrictTransfer)



COMMUNITY CONSOLIDATED  
SCHOOL DISTRICT 15

---

Community Consolidated School District 15  
580 N. 1st Bank Drive  
Palatine IL 60067-8110  
847-963-3000  
[www.ccsd15.net](http://www.ccsd15.net)

## What is an intra-district transfer?

Under special circumstances, parents may request the transfer of their child(ren) from their assigned home school to another intra-district school.

Requests will only be considered upon completing the requested application and providing supporting documentation within the acceptable timeline.

## Timeline

The completed request and supporting documentation must be submitted to the Deputy Superintendent for Administrative Services between the [designated dates in May–June](#), for the upcoming school year. Exceptions to this timeline will be considered only in emergency situations when a student’s safety, mental, or physical health are immediately at risk based on the judgment of the District 15 Intra-District Transfer Committee (“Committee”).

## Application

The District 15 Intra-District Transfer Request Form is available on the District’s website (<https://www.ccsd15.net/D15Intra-DistrictTransfer>) or at the Reception Desk at the District 15 Educational Service Center. The request form must be completed for each student or family for whom an intra-district transfer is being requested. The student(s) must be registered in District 15 in order to apply. Requests are limited to one application per student per year. The completed request and any supporting documentation must be submitted to the Deputy Superintendent

for Administrative Services. Applications must be submitted annually.

## Consideration

The completed intra-district transfer request and supporting documentation will be reviewed by the Committee. The Committee typically will not make decisions regarding requests until one week before the start of each school year because of enrollment changes that take place throughout the year and into the summer months. Families that request an intra-district transfer will be contacted with a written decision, via first-class mail or email (if an email address is provided), as to whether the request has been approved or denied. In some circumstances, the Committee may need to extend the decision timeline to properly consider a request. The Committee also may meet outside the established timelines to consider an application which is considered an emergency situation.

The Committee’s determination regarding any intra-district transfer request is final.

Regardless of the submission of an application for an intra-district transfer request, parents/guardians must register their children in their home school. Parents must not assume that their request will be granted. Instead, until parents receive approval of their request, they must assume their child will be attending their home school.

Intra-district transfer requests will be prioritized into the following groups and placed in the groups in the order in which the requests are received:

- Group 1:** In the event that a compelling safety, mental, or physical health condition exists for the student at their home school. Current\* documentation from school administration, certified medical personnel, and/or mental health personnel must be provided with the transfer request (\*documents must be dated within a calendar year of this request).
- Group 2:** The student will be in the final year at the school (i.e., 6th or 8th grade). Elementary only: The student has been enrolled in the

requested school for a minimum of two (2) consecutive years prior to the request.

- Group 3:** Requests based on the student’s day care location (elementary level only). The daycare provider’s address must be located in the same attendance area as the requested “transfer to” school.
- Group 4:** All other intra-district transfer requests (please provide detailed information).

The Committee will only consider requests on the basis of daycare for students in elementary schools. Parents of elementary-aged students must complete and submit notarized child-care affidavits with the request form in order for the request to be considered complete. The Committee will not accept transfer requests for daycare reasons if the affidavits are not included with the request form for elementary students.

When making decisions regarding the transfer of students, the Committee will consider the following factors, including but not limited to:

- Timeliness of the request ([designated dates in May–June](#));
- Category of application (i.e., a student in Group 1 will receive consideration of transfer before a student in the other groups);
- State and Federal guidelines for class composition;
- District 15 Board of Education class size targets;
- Building capacity, staffing, current enrollment, and class size of both the sending and receiving schools;
- Input from sending and receiving school administrators;
- The student’s academic standing and discipline history;
- Other factors relevant to the intra-district transfer request as determined by the Committee.

**DISTRICT 15 INTRA-DISTRICT TRANSFER REQUEST**  
2023-24 School Year

Individual transfer requests may be submitted on this form to the District 15 Intra-District Transfer Committee, 200 N. 1st Street, Chicago, Indiana 46701 or dropped off in person to the receptionist at the address below: [Way Station 15, 2023](#) for consideration for the 2023-24 school year.

**Personal Information** (Information used by Department of Student SE to order for books)  
Last Name: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_

**Demographic Information**  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_

**Parent/Guardian Information**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_

**Reasons for Transfer Request**  
(Reasons for transfer from home school)  
(Reasons for transfer to receiving school)

**Parent/Guardian Signature**  
I understand that the District 15 Intra-District Transfer Committee has reviewed my request and approved it. I am responsible for ensuring that my child is registered in the receiving school by the start of the school year. I will ensure that my child's transportation is arranged for the start of the school year. I will ensure that my child's enrollment is complete by the start of the school year. I will ensure that my child's enrollment is complete by the start of the school year. I will ensure that my child's enrollment is complete by the start of the school year.

**Parent/Guardian Signature**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_

**For District Use Only**  
Status: \_\_\_\_\_  
Date of decision by the D15 Intra-District Transfer Committee: \_\_\_\_\_

**PRINT FORM** **SAVE FORM** **CLEAR FORM**