



WEST FARGO PUBLIC SCHOOLS IN-DISTRICT TRANSFER GUIDELINES

For learners enrolled in a West Fargo Public School based on their residential address but seeking to attend a different West Fargo Public School within the district, the process involves completing an in-district transfer application.

Elementary In-District Transfer Request:

Families with elementary school learners interested in pursuing an in-district transfer should complete the designated application form and submit it to their current school of residence. Acceptance of applications is contingent upon space availability at both the requested school and the assigned school and is not guaranteed on an annual basis. Families will be responsible for providing transportation to and from the requested school for the duration of the in-district transfer.

New in-district transfer requests must be submitted by August 1 for the upcoming school year. Any requests received after August 1 but before the first day of school may be considered on a case-by-case basis by the learner's home school and the requested school's principal.

Families will receive notification regarding the status of their application no later than August 15th. It's important to note that an in-district transfer application is valid for one school year, and individuals must resubmit their application by May of the following school year.

Secondary In-District Transfer Request:

Families with secondary school learners seeking an in-district transfer should complete the appropriate application form and submit it to registrar@west-fargo.k12.nd.us. Similar to elementary transfers, acceptance is contingent upon space availability at both the requested and assigned schools and is not guaranteed on an annual basis. Families are responsible for arranging transportation to and from the requested school while the in-district transfer is in effect.

It's important to note that in-district transfer changes for secondary learners are only processed twice a year, and are only valid for the current school year. Secondary in-district transfers are processed either before semester one or before semester two. To facilitate a transition in semester one, all in-district transfer requests must be submitted by August 1. To facilitate a transition in semester, two in-district transfer applications must be submitted by December 1.

If a learner is wanting to return to their home base school, learners cannot return to their home base school until the start of the following semester.



As with elementary transfers, the in-district transfer application is valid for one school year, and individuals must renew their in-district transfer application by May 1 of the following school year.

Families will be notified no later than August 15 regarding the status of their application.

Please note: The District shall comply with all North Dakota High School Activities Association (NDHSAA) regulations regarding transfer student's eligibility for NDHSAA sponsored programs and events.

A student shall have been in attendance at the school which the student represents for one (1) calendar year upon transferring from another school unless the student's parents have become residents of the school district to which the student transferred or unless the school from which the student transferred does not offer work of the corresponding year in which the student is ranked, and there is no evidence of recruitment or undue influence.

Should a school district maintain more than one high school, residence shall be understood to refer to the territory assigned to a specific high school by the Board of Education, and any transfer by a student from one school to another within the school district without a corresponding change in parental residence shall result in a loss of eligibility in varsity competition for one (1) calendar year. Should the student transfer from one school after the completion of the school year to another school prior to the start of the subsequent school year, the one (1) calendar year loss of varsity eligibility shall begin on the first date for fall practice in any sport.

[\[North Dakota High School Activities Association Constitution & By-Laws and Handbook of Interpretations\]](#)