

ASSIGNMENTS TO SCHOOLS

INTRA DISTRICT TRANSFER

Students in the Mead School District are assigned to the school designated by the board to serve the students' residence as defined by WAC 392-137-115. All students living within the designated school attendance boundary shall be entitled to all rights and responsibilities related to the curricular and extracurricular learning activities of the school. Upon enrollment in any of the District's schools the parent/guardian shall declare in writing under penalty of perjury the residence of the student, as verified by a current utility bill and/or other acceptable documentation. (e.g., lease or rental agreements.)

A. ELEMENTARY STUDENT TRANSFER REQUESTS

1. Parents, guardians, school authorities, or students may request transfer to another school outside the designated school attendance boundary. The parent must demonstrate a hardship on one or more of the following areas (the number of years in attendance at a specific school and/or past friendships do not constitute hardships):
 - a. Significant or severe social, learning, or behavioral considerations.
 - b. Financial hardship which may include childcare arrangements.
2. Transfer requests from students or parents or guardians must be submitted to the sending school's principal. Final approval of the transfer request will be made by the principals of the sending and receiving schools, and a Superintendent's designee, based upon the availability of student space within the established class size maximum for the student's grade level. The space consideration includes a minimum of five (5) seats being reserved for new in-area resident students.
3. In order to maintain continuity in program development, transfer from one school to another within the Mead School District should occur at the termination of a learning activity or at the beginning of a school year.
4. Approved intra-district transfer students will be considered a resident of their new attendance boundary.
5. Transfer requests initiated by students, parents or guardians will be on a first come, first served basis. The requests are to be date and time notated upon receipt.
6. Transfer requests initiated by school authorities may be made at any time it is deemed by the superintendent, or designee, to be in the best interest of the student and/or Mead School District.
7. Intra-district transfer students that do not meet academic, attendance, and/or behavioral expectations of the receiving school will be placed on an expectation contract and may be sent back to the sending school if the contract is violated.

8. Transfers of elementary school students shall not carry over into middle schools or high schools. Priority will be given to transfer requests from students that are currently attending in the feeder system requested.

B. MIDDLE SCHOOL AND HIGH SCHOOL STUDENT TRANSFER REQUESTS

1. A parent, guardian, or student may request a transfer to another school within the district which is outside of the student's designated school attendance boundary. Requests for transfer shall be submitted to the office of Student and Family Services using the intra-district transfer request form. A request will be granted only if substantial hardship exists for the parent, guardian, or students and only if the receiving school has available space.
2. Whether available space exists shall be determined by the receiving middle school or high school principal. The determination of available space shall be final and not subject to review or appeal.
3. Whether substantial hardship exists will be determined on a case-by-case basis by a three person transfer committee composed of the two school principals (or respective designees) and the Superintendent's designee. The transfer committee may consider the following factors, among others, in making its determination of substantial hardship:
 - a. Unique circumstances that are beyond the control of the student, parent or guardian;
 - b. Significantly different circumstances than those which exist for other students, parents, or guardians;
 - c. Whether there is any reason to believe that the request for transfer is in any way motivated by participation in extra-curricular or co-curricular activities (athletically motivated transfers are not considered to be substantial hardships);
 - d. Whether an attempt has been made to access resources at the student's resident school.
 - e. The burden of showing substantial hardship shall be on the requesting student, parent, or guardian.
4. The requests for transfer form shall be submitted to the office of Student and Family Services. The transfer committee will act on all requests within a reasonable time period reviewing transfer requests in June, August and January.
5. Any student, parent or guardian who is aggrieved by the decision of the committee may appeal the decision to the Superintendent of Schools. Any request for appeals must be received by the Superintendent within five business days following the decision by the committee. The Superintendent will review the request. The decision reached by the Superintendent shall be final unless appealed to the School Board within five business days of the notification of the Superintendent's decision. The decision of the School Board shall be final and not subject to further appeal.
6. A transfer shall be effective for whatever length of time and under whatever conditions the committee deems just and fair. Transfers will be reviewed on an annual basis, by June 1 of

the current school year, and renewal of the transfer would be granted unless the following conditions were not being met:

- a. student is not meeting conditions established by the original transfer,
 - b. student is not making satisfactory progress, academically or behaviorally, and/or is experiencing chronic absenteeism.
7. Transfers of middle school students shall not carry over into high schools.
 8. Transfer requests initiated after the first day of school or by school authorities may be made at any time it is deemed by the Superintendent to be in the best interest of the student and/or Mead School District.

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