



INTRA-DISTRICT TRANSFER PROCESS

(Pupil must be registered to apply for an Intra-District)

For Upcoming School Year:

Application for upcoming school year completed and submitted to the Family Center electronically. These applications will only be accepted after January of the current school year.

Response time from the school (approval or denial):

Grade K: First week in August of the upcoming school year

Grades 1-12: Within 30 business days of the request

The Family Center receives the application and directs the request to the receiving school's principal, who will determine the status of the request.

If the request is denied, written communication is sent by the school with the reason for the denial.

If the request is approved, written communication is sent by the above stated dates by the receiving school, with the approval and instructions to the family of the next steps (important dates, possible school tour, classroom assignment, etc.).

For Current School Year:

Applications submitted for the current school year will be approved or denied within 30 business days. The decision will be communicated by the school.

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It is the responsibility of the principal of the school to be sure that the child is in the proper assigned school district. If not, the parent/guardian should be notified immediately, and the child is to be transferred to the proper school district.

Intra-District Transfer Requests

Transfer of a student from one Norwalk school to another may be granted under specified conditions at the discretion of the receiving school principal (in partnership with the Family Center) or Deputy Superintendent. Transfer requests should be made to the Family Center and will be reviewed with the principal of the receiving school. The request will be considered, but not automatically granted, for one or more of the reasons below. In each instance, it is necessary for supporting documentation to be attached to the request for transfer. Parents/guardians are expected to request intra-district transfers well in advance of the start of the school year when such conditions allow. Once a student has been accepted at a school outside of the assigned district, he/she is not required to re-apply for an intra-district transfer the following year(s). If approved, transportation must be provided by the family. Siblings are not guaranteed Intra-District acceptance.



Acceptable Reasons for Intra-District Transfer Application

1. Physical/Emotional/Legal Reasons: A physician, a psychologist or legal entity (i.e., Family Court) must detail in writing the nature of the physical, emotional or legal reasons and the rationale for a transfer from one school to another. **Parents/guardians or the child care provider are required to provide transportation to and from school.**
2. Child Care Provision for a Student or Students in Kindergarten through Grade Eight Only: If an adult other than the parent or guardian cares for a child immediately before and after school hours, the parents must submit a notarized "Supporting Evidence Form for Child Care." Such a provider must attest to their willingness to be contacted by the school in the event of an emergency. The custodial parent(s)/guardian(s) must reside within the City of Norwalk to be eligible. **Parents/guardians or the child care provider are required to provide transportation to and from school.**
3. New Residence within the City of Norwalk: If a residential move takes place after the beginning of the third marking period (middle and high school) and/or second trimester (elementary), students will be allowed to remain in the current school, except in safety/legal situations. In these cases, however, parents/guardians will be responsible for providing transportation. Intra-district transfer requests that are made in the latter part of the school year may be considered and approved but will not be fulfilled until the start of the next school year (see acceptable reasons for applying for an intra-district transfer). **Should the intra-district transfer request to remain in the current school be approved, parents/guardians or the child care provider are required to provide transportation.**
4. Special Residential Conditions: Parents/guardians of children with special residential conditions may apply to attend the Norwalk Public Schools with the submission of a court-approved and notarized documentation. **Parents/guardians or the child care provider are required to provide transportation to and from school.**
5. Professional Courtesy Placement: Teachers and staff who live outside Norwalk shall be permitted to have their children attend Norwalk Public Schools tuition free. Such tuition free education does not include special education or related services above the cost per pupil for the appropriate level. The child or children of a teacher shall be assigned to whatever school or class the Board deems appropriate. Teachers residing in Norwalk shall have the same right as non- resident teachers to request that their children be permitted to attend a school in Norwalk outside of their assigned district via intra-district transfer application and are subject to the same conditions as any other applicant.
6. School Program: Students that are interested in a program housed in a school outside their assigned district may apply for an intra-district transfer. The family must complete the application for intra-district transfer with a written explanation of why they chose that school/program. **Parents and guardians are required to provide transportation to and from school.**

Revocation of Authorized Intra-District Transfer

Authorized transfers may be revoked by the principal, with the approval of the Deputy Superintendent in cases where attendance, lateness and/or behavior are unsatisfactory or in cases where the school's access and communication with the family is strenuous. Additionally, if required supporting documentation is not correct or cannot be verified or the conditions for the request have changed, a transfer may be revoked.



Special Consideration

Special consideration may be given to students in the following cases provided the student's record of past attendance, academic performance and behavior is acceptable:

1. A student who is a resident of Norwalk and moves out of his/her current assigned district school during the course of the school year, may be granted permission to complete the current educational year. The student is required to enroll in his/her new district school in the following year, or apply for an intra-district transfer to remain in the current school placement. *
2. Students who are Norwalk residents, entering the last year at a particular school level (i.e., grade 5, 8 or 12), and who move to a school district outside Norwalk may be granted permission to complete the educational program at that school, this is at the discretion of the school principal.

(*This does not guarantee a continued intra-district placement for the following school year)

Standard Procedures for Intra-District Transfer Placement

1. Intra-District Applications may be obtained online only on the Norwalk Public Schools website at norwalkps.org.
2. Completed forms and all necessary documentation should be submitted to the Family Center (who will then send it to the receiving school). A representative from the Family Center and the receiving school's Principal, or designee, may discuss this request with the Principal, or designee, from the student's assigned district school, and the district special education department. After consultation, the receiving school's Principal will make the decision to either accept or reject the request based on Board policy. The parent or guardian may appeal this decision as set forth below.
3. The Principal, or his/her designee, of the school to which application was made will notify the parent/guardian of the final disposition of the request.

Intra-District Application Appeals

If an intra-district application has been denied, the denial may be appealed following the steps below:

- Parent/guardian receives notification that the request for intra-district placement has been denied.
- Parent/guardian may write a letter of appeal to the Deputy Superintendent. The appeal letter must identify the specific reason for the Intra-district transfer request.
- After review of the decision and rationale by the Deputy Superintendent, a response will be sent to the parent/guardian indicating the determination.
- The Deputy Superintendent may continue the appeal review process based upon the parent's/guardian's appeal. The appeal review will consist of the following:
 - The Deputy Superintendent, or designee, will review the appeal on paper, and, if necessary, invite the parent/guardian to a meeting to which the receiving School Principal may also be invited, if he/she has relevant information to share. After reviewing all information, the Deputy Superintendent will inform the parent or guardian of the final decision in writing. If the appeal is granted, a letter will accompany the decision outlining the conditions of placement. There is no further right of appeal from an adverse decision by the Deputy Superintendent or his/her designee.



**INTRA-DISTRICT TRANSFER
SUPPORTING EVIDENCE FORM FOR CHILD CARE
(This form must be returned to the Family Center – signed and notarized)**

Part 1: To be completed by Parents/Guardians and signed by Parents/Guardians and Child Care Provider.

I (We) _____ certify that _____
(Name(s) of Parent(s)/Guardian(s)) (Name of Child)

_____ in grade _____ will be in the care of the individual listed below:
(age) (grade level)

(Name of Child Care Provider) (Signature of Child Care Provider)

(Address of Child Care Provider) (Phone Number of Child Care Provider)

Part 2: Please read and sign this statement. Your request will not be processed without the required signatures and notarization.

*I (We) hereby certify that all of the statements contained herein are true and correct to the best of my knowledge and belief. I (We) hereby agree that pursuant to Connecticut General Statutes Section 10-186, if it is determined that my child is not entitled to be provided free school accommodations in Norwalk, I (We) agree to pay the Norwalk Board of Education, tuition for the period that my child was attending the Norwalk Public Schools and was not entitled to free school accommodations in Norwalk. I (We) understand that my child is entitled to attend **Norwalk Public Schools** only as long as he/she is a legal resident of the City of Norwalk. I (We) understand that we are required to provide transportation to and from school for my child.*

SIGNATURE OF MOTHER/GUARDIAN: _____ DATE: ____/____/____

SIGNATURE OF FATHER/GUARDIAN: _____ DATE: ____/____/____

SIGNATURE OF NOTARY PUBLIC: _____ DATE: ____/____/____

Notary Stamp: