

Elementary and Secondary Transfer Requests Deadlines

Requests to transfer between buildings must be made using the student transfer form in the PowerSchool Parent Portal. Requests must comply with and will be responded to in compliance with FAB, FAB-AR2, and requirements below.

Grades K-5

- Existing Transfer Requests: Students in grades K-5 who have an existing, approved transfer will receive a letter in December regarding the process for next year. They will be notified in April regarding whether their transfer will be granted for another year. There is no need to re-apply. Students on existing transfers will be given preference over students with a new transfer request with the exception of those transfer students whose specific special education needs require enrollment at the school, as determined by the IEP team. If buildings or classrooms reach capacity, transfers may be denied, and the student may be returned to their boundaried school based on where they live.
- New Transfer Requests: The deadline to request a transfer for students who will be in grades K-5 next school year will be posted on the district's website. Decisions will be made no later than August 1, and parents will be notified by mail whether or not their transfer request is approved. For students who enroll in the District after the deadline, transfer requests will be decided no later than 2 weeks before school starts except as stipulated by FAB-AR2. After the start of school, parents of students who enroll in the District and wish to transfer to a school outside their boundaried school will be notified within two weeks of a transfer request being received. Transfers received after the initial deadline will be decided on a case-by-case basis. Transfer requests include several considerations including staffing, class size, and class lists.

Grades 6-12

- Existing Transfer Requests: There is no guarantee that a transfer will be approved from one year to the next. Families have no need to reapply for the next school year. Approved middle school transfers will go to the feeder high school (Horizon to CHS, Simle to LHS, Wachter to BHS) if space is available when the student reaches the senior level. If buildings, programs, or classrooms reach capacity, the student may be returned to their boundaried school based on where they live. However, our aim is that once the student has transferred into the feeder during their middle or high school career, to keep them in that feeder if at all possible. Students on existing transfers will be given preference over students making a new transfer request.
- New Transfer Requests: The deadline to request a transfer for students in grades 6-12 who currently don't have an existing transfer request will be the last day of school before the winter holiday break. Decisions will be made after mid-January, and parents will be notified by mail after that day whether or not their transfer request is approved. For students who

enroll in the District after the deadline, transfer requests will be decided no later than 2 weeks before school starts. After the start of school, students who enroll in the district must wait to apply for transfer request in accordance with the first sentence of this paragraph.

End of Bismarck Public School District Administrative Rule FAB-AR3

Adopted: 7/1/2015

Revised: 8/15/2022