

# GAHANNA-JEFFERSON PUBLIC SCHOOLS

## IN-DISTRICT TRANSFER PROCESS

### FREQUENTLY ASKED QUESTIONS

#### **What is an In-District Transfer?**

An In-District Transfer is a request to attend a school outside of a student's assigned attendance area.

#### **Where do I find the In-District Transfer Request Form?**

Beginning April 7, 2025, the online IDT form for the 2025-2026 school year may be found on our website, [www.gahannaschools.org](http://www.gahannaschools.org). Select the Families tab at the top of the page and then select "Forms". The In-District Transfer Form will be located under the "Optional Forms". Paper forms are available upon request in the school offices or at the district office.

#### **When may I submit my form?**

In-District Transfer applications will be available from April 7 through April 25, 2025. Forms may be submitted at any time during this window. However, please note that the last day we will accept and consider IDT requests for the 2025-2026 school year is April 25, 2025.

#### **When will I know the result of my application?**

Notification letters will be mailed in June. Please do not contact the district office prior to June 30th regarding the status of your request.

#### **Is the transfer awarded on a first-come, first-serve basis?**

All forms will be reviewed at the same time. The GJPS administrative team has a variety of criteria used to make decisions regarding In-District Transfer requests including enrollment projections, special programming needs, and staffing needs.

#### **Will transportation be available if my child is approved for an In-District Transfer?**

Transportation for students attending a school outside of their assigned attendance area shall be the responsibility of the parent/guardian or childcare provider unless the request is granted due to special programming needs (Sp. Ed., ELL, Gifted). *Please note that if your student received special transportation accommodations in the past for an IDT approval that was not due to special programming, those transportation accommodations are no longer available and you will need to transport on your own.*

#### **How long is the transfer valid?**

An approved In-District Transfer is valid for **one year only**. A new form must be filled out the following year. *Please note that due to constantly changing enrollment numbers, we may not be able to approve your request even if it has been approved in the past.*

#### **If my child has an IEP, is he or she guaranteed an In-District Transfer?**

A student with an IEP is not guaranteed approval for an In-District Transfer request.

#### **Who makes the decision regarding In-District Transfer requests?**

Gahanna-Jefferson Public Schools administrators at the district and building levels will examine transfer requests and make the determination together. *Please be advised that as a result of increased enrollment in specific school attendance areas, our ability to approve In-District Transfers may be limited.*

#### **How does student attendance and behavior impact In-District Transfer decisions?**

Parents/guardians and students must be fully aware that with the privilege of an In-District Transfer comes the responsibility of meeting the expected standards for attendance and behavior. The district reserves the right to rescind an In-District Transfer approval in the event that there are issues related to attendance or if the student has been suspended or expelled for 10 or more days.