



ADDISON NORTHWEST SCHOOL DISTRICT POLICY

SECTION	Students	CODE	C40
TITLE	Intra-District Elementary School Transfer Policy		

School Residence

K-4 students are assigned to schools based on the attendance area in which their parent(s) and/or legal guardian reside(s) as defined in 16 V.S.A. §1075. Attendance areas for Addison Northwest School District are town and city borders corresponding to elementary schools:

Town of Addison:	Vergennes Union Elementary School
Town of Ferrisburgh:	Ferrisburgh Central School
Town of Panton:	Vergennes Union Elementary School
Town of Waltham:	Vergennes Union Elementary School
City of Vergennes:	Vergennes Union Elementary School

Students whose residence changes within the District boundaries after January 15 may continue in the school serving the former residence until the end of the school year. The parent/guardian will be responsible for providing transportation for the student changing attendance areas for reasons other than those addressed in 16 V.S.A. §1075.

Intra-district Transfers

All intra-district transfers will be evaluated upon documented circumstances which may include the following:

1. The student is a victim of a violent criminal offense in or on the resident school grounds;
2. Continuing enrollment in the student's current school for the remainder of the school year, given a change of the parent/guardian official residence;
3. Significant family and/or students circumstances of an educational, medical, financial, or personal nature which would be relieved by a change in attendance status;
4. Sibling of a transfer student;
5. A change occurs in the parent/guardian's official residence within the District after completion of a student's fifth year in school; and,
6. A request is made to enroll a student in a school prior to the parent/guardian moving into that school's attendance area with documentation showing the move will occur within two months of the start of the school year or the date of the transfer submission, whichever is later;

The Superintendent will create publicly available procedures that outline transfer request process and enrollment criteria for intra-district elementary school transfer. Decisions regarding student transfer shall be made by the Superintendent or designee, in consultation with the student's parent(s)/guardian, and relevant education and social service professionals. The decision by the Superintendent is final and not subject to appeal.

Date Warned: 11/6/17; 01/13/20; 04/04/2025

Date Adopted: 11/13/17; 01/22/20; 04/07/2025

Date Revised: 12/9/19

Legal Reference:

Cross Reference: