

IN DISTRICT TRANSFER PROCESS - SECONDARY

IDTs are decided on a semester basis, any IDTs submitting after semester start will not be considered until the next semester

In District Transfer (IDT) RENEWALS (Priority level 1)

Renewals IDTs are learners who are currently at their school on an IDT and need to submit an IDT application every year.

1. District Registrar sends an email to all families currently on an IDT with the renewal form and the deadline for which they need to turn it in.
2. District Registrar will contact the admitting principals with the renewals. District Registrar will also contact families with approval and denials
3. If family misses deadline of May 1st, they can submit another IDT but that should be reviewed in August by admitting principal.

NEW In District Transfer: Current Learner (Priority level 2)

A new IDT for a current learner is when a learner is at a school, moves out of boundaries (but still within WFPS district) and wants to stay at their school. (Example: A Sheyenne student's family moves into the Horace boundaries, but learner wants to stay at Sheyenne)

1. Learner must submit a new IDT to admitting school (school they want to attend)
2. Admitting principal will review and approve/deny these IDTs as they are submitted.
3. If IDT is approved- Admitting Registrar will email family and District Registrar to inform them of approval. Building Registrar will change attendance area and district transfer reason in PS.
4. If IDT is denied- Denial will sent to District Registrar and they will email the denial.

NEW In District Transfer: New Learner (Priority level 3)

A new IDT for new learner is when a learner's home school is where they attend and live, but they want to transfer to a different school within the district. (Example- A current Sheyenne student still lives within Sheyenne boundaries but now wants to attend Horace)

1. Learner must submit the new IDT to admitting school (school where they want to attend)
2. NEW IDTS FOR NEW STUDENTS WILL NOT BE DECIDED ON UNTIL AUGUST! This gives the admitting principal time to look at current numbers, number of new students and other factors.
3. If approved- the Registrar will email the family with transfer information and notice of approval. Admitting registrar will also email the approval to releasing registrar and District Registrar
4. If denied- Building registrar will email denial to releasing registrar and district registrar. The District Registrar will notify the family via email.

The statements in this document are intended to provide guidance for daily procedures and practices in order to maintain order, efficiency, and continuity amongst our schools.