




Standard Operating Procedure

Subject: Student Transfers/Special Permission	Effective Date: September 1, 2022	Page(s): 1 of 5
Department(s): All District Administrators, Unit Assistant Superintendents, Central Registration and Family & Community Engagement	Approved: Eileen F. Shafer, M.Ed. Superintendent of Schools	Superintendent's Signature: 

I. Purpose:

To establish procedures for transferring students from one District school to another.

II. Authority:

Superintendent of Schools

III. Terms and Conditions:

- a. Students are generally assigned to attend the school located in the attendance area of their residence ("home zone school" or "sending school"). The Superintendent or their designee may assign a student to a different school ("receiving school") when an exception is justified by circumstances and/or is in the best interests of the student. See [Policy 5120](#) (Assignment of Pupils).
 - For purposes of the high school choice program, the "sending school" is the academy/program where the student was initially enrolled, and the "receiving school" is where they will be transferred.
 - For newly-registering students, the "sending school" is their home zone school.
- b. Transfer requests may be initiated by either (1) District administrators or (2) parent(s)/guardian(s).
 - Special permission requests from parent(s)/guardian(s) must be documented on a *Special Permission Request Form* and submitted to the Principal of the sending school. The Principal will review the request with their Assistant Superintendent and will issue a determination letter to the parent, granting or denying the request.
 - Requests from current students must be submitted directly to the sending school Principal.
 - Requests from newly-registering students will be documented at Central Registration, and Central Registration will forward the request to the Principal of the sending (home zone) school.
 - Requests initiated by District administrators must be documented on the corresponding form based on the reason for transfer:
 - *Administrative Transfer Request Form* for transfers resulting from disciplinary action, chronic absenteeism, and HIB-related victim accommodations;
 - *Notification of Placement Form* for special education transfers; or
 - *Program Referral Form* for all other transfers, including magnet, bilingual, and IB.
 - Special permission will be granted or denied according to the needs of the student as well as the sound administration of the school, depending on current program enrollment, program availability, and staffing.

- c. The sending school Principal and their Assistant Superintendent will decide whether each Special Permission Request will be granted or denied. Once a decision is made, the Principal will send a determination letter to the parent/guardian.
 - The principal must provide copies of the determination letter to the following District staff: (i) receiving school Principal, (ii) sending/receiving school Assistant Superintendents, (iii) Director of Central Registration, (iv) Deputy Superintendent, and (v) Superintendent.
 - The determination letter must indicate that special permission is granted only for one (1) school year, and the District may revoke permission at any time if:
 - the student repeatedly violates the Code of Student Conduct; or
 - the student is frequently absent or late without a valid excuse; or
 - the student's parent(s)/guardian(s) engages in prohibited conduct that disrupts the orderly school environment or compromises the health and safety of students and/or staff. Prohibited conduct for parent(s)/guardian(s) includes disruptive, threatening, and/or abusive communications with school staff.
- d. Requests initiated by District administrators will be reviewed by Assistant Superintendents, in consultation with sending/receiving school Principals.
 - Once a decision is made, the Assistant Superintendent or their designee will send a determination letter to the parent/guardian, with copies to the following District staff: (i) sending/receiving school Principals and their Assistant Superintendents, (ii) Director of Central Registration, (iii) Deputy Superintendent, and (iv) Superintendent.
 - If the transfer involves a bilingual program student, a copy of the determination letter must also be sent to the Assistant Superintendent responsible for bilingual programs.
 - If the transfer involves a special education student, a copy of the determination letter must also be sent to the Assistant Superintendent of Special Education.
 - Transfers involving special education students must also comply with the procedures outline in the SOP titled, "Enrolling and Transferring Students with Disabilities" (January 2014).
- e. If transfer is granted for a student with a Personal Aide, the Personal Aide will generally be transferred along with the student.

IV. Reporting Procedures:

The Deputy Superintendent will oversee compliance with this SOP by Assistant Superintendents and department directors; Assistant Superintendents will oversee compliance by Principals; the Superintendent will oversee compliance otherwise.

V. Dissemination:

The Superintendent will disseminate this SOP to Assistant Superintendents and Principals, who will in turn disseminate this SOP to their subordinates.



Administrative Transfer Request Form

School administrators will use this form to document all student transfers related to discipline, chronic absenteeism, or HIB victim accommodation. Approval will be granted or denied according to the needs of the student as well as the sound administration of the school, depending on current program enrollment, program availability, and staffing. Copies of the completed form must be emailed to: (i) sending/receiving school Principals, (ii) sending/receiving school Assistant Superintendents, (iii) Director of Central Registration, (iv) Deputy Superintendent, and (v) Superintendent.

STUDENT NAME & ID

SCHOOL & GRADE

RECOMMENDATION

TRANSFER TYPE

☐ CHRONIC ABSENTEEISM

☐ DISCIPLINE

☐ OTHER

RATIONALE

Administrator Name

Administrator Signature

Date



Special Permission Request Form

Parents/guardians must complete and sign this form when requesting special permission for their child to be transferred from one District school to another. Parents must submit this form to the Principal of their child's current school, or to Central Registration if the student is being registered/enrolled for the first time. Approval will be granted or denied according to the needs of the student as well as the sound administration of the school, depending on current program enrollment, program availability, and staffing.

STUDENT NAME & ID

SCHOOL & GRADE

HOME ADDRESS

PARENT NAME

PARENT PHONE
NUMBER:

PARENT EMAIL

REASON FOR
REQUEST

Parent Signature

Date

Dear Parent/Guardian,

This letter confirms conditional approval of your request for special permission to transfer the above-named student into (SCHOOL NAME). This approval is conditioned on your compliance with the terms and conditions described below. Please review, sign, and return this letter as soon as possible if you wish to proceed with the transfer. The transfer will not take effect until this letter is received, signed by the Parent/Guardian.

1. Special permission is granted exclusively for the duration of the 202X-202Y school year. The student may be transferred back to their home zone school at the end of the school year, in the District's sole discretion.
2. Special permission may be revoked at any time if:
 - a. the student repeatedly violates the Code of Student Conduct or is frequently absent or late without a valid excuse; or
 - b. the student's parent(s)/guardian(s) engages in prohibited conduct that disrupts the orderly school environment or compromises the health and safety of students and/or staff. Prohibited conduct for parent(s)/guardian(s) includes disruptive, threatening, and/or abusive communications with school staff.
3. The District will not provide transportation to and from the new school. If the student was eligible for transportation at their home zone school, transportation will be reinstated only after the student returns to the home zone school.

If you agree to comply with these terms and conditions, please sign below where indicated and return this signed letter to _____. Approval for the transfer shall take effect once this letter is signed by the Parent/Guardian.

Parent/Guardian Name

Parent/Guardian Signature

Date

Sincerely,