

Students

Administrative Procedure – Student Assignment and Intra-District Transfer

Designated attendance areas for all schools shall be established by the Board of Education to make optimum use of district school facilities. Students residing within the attendance area of a school shall attend that school, except as otherwise provided by policies of the Board of Education.

Transfers:

Students shall attend the school designated for the attendance area in which the student resides.

Under exceptional circumstances, however, a student may be permitted to transfer to a school outside of the student's attendance area. These transfers must be renewed annually. **One of the following exceptional circumstances must be met for a transfer to be approved.**

Reasons for Transfers Based Upon Exceptional Circumstances:

a. Family Move – Students who move during the regular school year into the attendance area of another school within the school district may remain enrolled until the end of the regular school year in the school in which the student was enrolled immediately prior to the move.

Students who move to a different attendance area and wish to remain enrolled in the school in which the student was enrolled immediately prior to the move for their final year of school (*ie. 2nd, 5th and 8th grade*), as space is available. **Proof of residency is required, as outlined in Board Policy 7:60 Residence.**

b. Request From Outside Agency – Requests from juvenile court, social and rehabilitation services or a mental health center may be approved when the transfer will improve the student's educational welfare. Requests must be in writing and signed by an agency representative.

c. Family Hardship – Transfers for hardships in the family, such as dissolution of the family unit by divorce, placement of a student outside the home, documented abuse or other special circumstances involving change of family structure, may be approved in the best interest of the student and the school district.

d. Special Education Programs – The Special Education Department will assign pupils to appropriate programs as determined by the student's Individualized Education Program (IEP) through staffing procedures. The Special Education Department may assign students without processing them through the regular transfer process.

Transfer Procedures:

ALL REQUIRED DOCUMENTATION MUST BE ATTACHED UPON SUBMISSION OF THE TRANSFER REQUEST FORM. TRANSPORTATION IS THE RESPONSIBILITY OF THE PARENT. PUNCTUAL AND REGULAR ATTENDANCE IS EXPECTED.

- Bus transportation is not furnished for a student who transfers out of his/her own attendance area.
- It may be necessary to close certain schools to outside enrollment due to crowded conditions. Staffing, grade level and student enrollment factors are taken into consideration in determining which schools/grades must be closed.
- Student discipline issues may necessitate the revocation of an approved transfer at any time during the school year.

- Absences of 15 or more days in a semester or 20 or more days in a school year may result in the student's transfer status being revoked.
- Fifteen (15) or more late arrivals, early departures and/or late pick-ups in a semester will result in the student's transfer status being revoked.
- If a student's transfer status is revoked, he/she is not eligible for an approved transfer in the future.
- Transfers are granted for one year at a time. Parents will need to submit a new request each year.
- An approved transfer at the elementary or middle school level does not automatically allow students to attend the feeder middle or high school.

A request for transfer to a school outside the assigned attendance area for the succeeding school year must be based upon exceptional circumstances and for justified reasons. The transfer request must be submitted to the Office of the Superintendent. The transfer request must include specific reasons for the transfer.

Transfers Pursuant to Federal Law:

Under federal law, schools may be identified for school improvement or persistently dangerous. If a district school is so designated, the district will allow and facilitate voluntary transfers to designated school buildings within the district.

DATED: July 2021