

Superintendent's Regulation 5153-R

VOLUNTARY TRANSFER PROCESS REGULATION

DS
Approved Upon Superintendent's Initials

04/30/2025
Date

This regulation will go into effect starting the 2025-26 school year and will be reviewed, at minimum, when the Board of Education Policy 5153, Parent Preference/Managed Choice Policy, is reviewed.

This regulation is intended to outline the process of the Voluntary Transfer Process Regulation in accordance with Board of Education Policy 5153, Parent Preference/Managed Choice Policy.

Board of Education Policy 5153 3(h) and 3(i) state:

3(h): The Parent Preference/Managed Choice Policy Transfer Option will occur concurrent with the assignment lottery and no later than September 30;

3(i): Students are permitted only one voluntary school transfer during a school year. Voluntary transfer applications will be available April 30th for the following school year, and will be processed starting May 1st, granting no voluntary transfers after September 30th.

The District will implement the above using the following process:

1. Each April 30th, Voluntary Transfer request forms will be posted to the District's website with directions for parents/guardians to complete and submit the form.
 - a. All forms must be submitted electronically. Families who need assistance with applying can come in-person to Central Office.
2. Voluntary Transfer requests will be processed starting April 30th of each school year and will continue to be received and processed through June 30th of the same calendar year. There will be no movement of students occurring after September 30th.
 - a. Voluntary transfers will be reviewed and processed weekly after all new student registrations have been placed into a school.
 - b. If no seat is available in the school the family requested at the time of review, the Voluntary Transfer request will be held until a seat becomes available. Until the District confirms or denies your request, your child must report to their current school.
 - c. If a seat becomes available prior to September 30th, a letter will be sent to the family notifying them of the new placement.

- d. If a seat does not become available by September 30th, a letter will be sent to the family notifying them that the request cannot be accommodated.
3. Voluntary Transfer forms will be removed from the District's website at the close of business on September 30th each year.

No special circumstances or exceptions will be made to the above process. All other transfer requests shall follow the safety, medical, or hardship transfer processes.

Note: Regulation Adopted April 30, 2025; Reference Board Policy 5153