Policy: School Assignment and Intra-District Transfer Policy
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Policy

1. Purpose

The purpose of this policy is to establish that students shall ordinarily attend their assigned school. This policy also provides a fair, transparent, and student-centered process for intra-district transfers between schools.

2. Definitions

A. Resident Student: A student who resides within the District boundaries in accordance with Vermont Statute.

B. Assigned School: The school to which a student is initially assigned based on residence, Superintendent, or Board assignment.

C. Receiving School: The school a student requests to attend.

D. Transfer Capacity: The number of seats available for transfers at each school/grade, as approved by the Board.

E. Lottery: A random selection process used when requests exceed available seats.

3. Assigned Schools

K-12 students are assigned to and shall enroll in schools based on the attendance area in which their parent(s) and/or legal guardian reside(s). The attendance areas are established on the premise that the assigned schools provide equitable educational opportunities for students in the communities they serve.
K-5 Attendance areas by residency for Addison Central School District are as follows:

Town of Bridport: Bridport Central School
Town of Cornwall: Bingham Memorial Elementary School
Town of Middlebury: Mary Hogan Elementary School

Town of Ripton Salisbury Community School
Town of Salisbury: Salisbury Community School
Town of Shoreham: Bridport Central School
Town of Weybridge: Weybridge Elementary School

4. Emergency Transfer Requests

The Board acknowledges that circumstances may arise that result in a need to transfer a student to a school outside of his/her designated attendance area on an emergency basis. In the following circumstances, the Superintendent is authorized to assign a student to a different school within the District:

A. The student is a victim of a violent criminal offense in or on the resident school grounds;

B. Continuing enrollment in the student's current school for the remainder of the school year, given a change of the parent/guardian official residence;

C. Significant family and/or student circumstances of an educational, medical, financial, or personal nature which would be relieved by a change in attendance status;

D. 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.

5. Standard Transfer Requests

This policy also accommodates non-emergency transfer requests for each school within the District, and uses a lottery to allocate transfer enrollment when requests exceed transfer capacity. The Superintendent will annually assess and recommend transfer capacity numbers for each school and grade level based on enrollment projections, staffing, program needs, classroom capacity, and equity considerations. The Board will review and approve the transfer capacity numbers each year. The Superintendent is responsible for implementing procedures consistent with this policy, including timelines, application forms, verification processes, lottery administration, and notifications. If no seats are available at a requested school/grade, the District will notify families and provide options to join the waitlist or select other schools with availability.

6. Eligibility

Only resident students are eligible.

7. Application Window and Process

The District will publish annual application dates. Applications must include proof of residency and grade level. One application per student per year; families may rank multiple receiving schools in order of preference. Late applications may be accepted after the lottery, placed on the waitlist behind timely applicants.

8. Lottery Procedure

When requests exceed approved transfer capacity, the District will conduct a

randomized lottery. The lottery will be conducted by the Superintendent or designee with appropriate controls to ensure fairness, documentation, and auditability. Sibling linkages: younger siblings of students transferred under this policy are not guaranteed enrollment in the same receiving school if there is no capacity, but should be given separate priority if transfer capacity exists. The District will maintain a waitlist in the order drawn, by grade and school.

9. Notifications

Families will receive written notice of lottery outcomes, placements, and waitlist status within ten (10) business days of the lottery. If a seat becomes available, the District will contact the next student on the waitlist and provide three (3) business days to accept. Non-response or decline moves to the next student on the list.

10. Transportation

Unless otherwise provided by Board policy or required by law, transportation for transfer students is the responsibility of individual families. The District will offer reasonable options to assist with transportation if possible (e.g access to other existing bus routes, etc.).

11. Duration and Renewal

Approved transfers are generally for the full school year. Once a transfer is made, the student shall be entitled to remain at the receiving school, occupying an available transfer slot until graduation. A student is not entitled to return to their original assigned school if capacity does not exist. Students requesting to return to their original assigned school during the next available application window will be given separate priority should transfer capacity exist. A transfer may be revoked if the student does not attend, withdraws, or if accurate residency cannot be verified.

12. Revocation or Adjustment

The superintendent may rescind a transfer for documented reasons including safety, failure to attend, or material misrepresentation, with written notice to families. Mid-year adjustments will be minimized.

13. Reporting to the Board

The Superintendent will provide an annual report to the Board summarizing: application numbers, capacities set, lottery outcomes, waitlist movement, demographic/equity indicators, and recommendations for future capacity adjustments.

14. Except on an emergency basis, the superintendent shall not approve transfer requests that compromise the integrity of educational programming within an assigned school in accordance with parameters set forth in the Board's Class Size Policy (D6).