## VIII. DISCUSSION AGENDA

### D. Internal Transfers

Per K.S.A 72-3123, 72-3124, and 72-3126, before May 1st of each year, the superintendent of schools or designee will develop and submit a recommendation to the board of education declaring the projected enrollment and number of open seats available to nonresident students. By June 1 of each year, the district will publish on its website, at a minimum, the number of students expected to attend the district in the next school year and the number of open seats available to nonresident students.

Board Policy JBCC: Enrollment of Nonresident Students, adopted June 2024, outlines how the district will proceed with nonresident transfers.

The following procedure is to outline how the district will accept resident transfer requests for students living within the school district boundaries and attending Salina Public Schools in 2026-2027.

Resident Transfer Guiding Principles:

1. Salina Public Schools recognizes there will be resident families that will decide to request a transfer to a school other than the attendance center assigned to where they physically reside (legal residence).
2. To provide opportunity for resident families to request a transfer before nonresident student enrollment openings are published, an internal transfer process has been established.

Resident Guidelines:

1. **The school that a resident student is attending in 2025-2026 will be considered the student's school of residence moving forward.**
    a. Students currently attending a school outside of their legal residence will not be required to submit a resident transfer application for 2026-2027 as long as the student will be remaining at current school or attending the secondary school associated with feeder school.
        i. If resident student is a 5th grader, the middle school assigned to the student’s current elementary will be the school of attendance for 2026-2027.
        ii. If resident student is an 8th grader, the high school assigned to the student’s current middle school will be the school of attendance in 2026-2027.
    b. Feeder school assignment pattern.
        i. Coronado, Schilling, Stewart and Sunset elementary schools feed into South Middle School and then South High School.
        ii. Cottonwood, Heusner, Meadowlark Ridge and Oakdale elementary schools feed into Lakewood Middle School and then Central High School.

2. Nonresident students attending a Salina Public School in 2025-2026 will be considered resident students and will follow the resident school assignment process and guidelines.
3. Students of employees serving a school in the Salina Public Schools' system will follow the Employee Student Transfer Guidelines established for employees.
    a. If the employee's student is not currently attending the school that will be requested for 2026-2027, the employee must notify Salina Public Schools prior to March 25 using established employee child transfer form.
    b. Employee's student will not be subject to the lottery process of attendance school provided the employee is seeking a transfer allowed in the Employee Student Transfer Guidelines.
    c. Employees hired after March 25, or assigned to a different school after March 25, must complete employee child transfer request form if requested school is different than legal residence attendance school.
    d. Employees may apply for their child to attend a school outside of the attendance options outlined in the Employee Student Transfer Guidelines through the resident transfer process. Seeking a transfer through this option will require participation in the lottery.
4. Resident students that move outside of Salina Public Schools enrollment boundaries must remain in good standing as outlined in Board Policy JBCC: Enrollment of Nonresident Students to maintain resident status. If student fails to maintain good standing, the student may be denied continued enrollment for the next school year.
5. **Student may enroll in the school assigned to the student's legal residence at any time during the school year and is not considered a transfer.**

<u>Resident Transfer Process:</u>

1. A resident transfer application will be required for the 2026-2027 school year only if the resident student is requesting to attend a school other than the school the student is currently attending or requests to attend the middle or high school not associated with current school.
2. Resident transfer applications will be available starting February 25, 2026 on the SPS website or by request from the SPS district office.
3. The number of seats in each building (capacity) open to resident transfers will be posted on the SPS website on February 25, 2026.
4. Applications will only be accepted for buildings that have not exceeded school or grade-level capacity.
5. Applications will be due March 25, 2026 at 5:00 pm.
    a. If resident student does not meet the March 25 deadline, the application will not be processed.

b. If applications exceed capacity of requested school and/or grade-level, a random confidential lottery process will be used to determine accepted applications for school.
    i. Each applicant's name will be listed on a card and placed in the lottery pool.
    ii. Lottery selection will be done by randomly selecting student names from applicant pool.
        1) Students will be drawn and listed in order of selection.
        2) Open seats will be filled by selected students until all seats are filled.
c. Siblings of students selected in the lottery will have priority for other open seats in the building. If no open seat is available at the sibling's grade level, the sibling will not be approved for a transfer.

6. If a student is approved for a transfer and chooses to return to the school of legal residence, the student will not be eligible for a future transfer.
7. Resident transfer applicants will be notified of decision prior to or on April 1, 2026.

<u>Timeline:</u>

- January 1 – June 15 – Nonresident applications accepted.
- February 25 – Notify current SPS families of resident transfer process.
- February 25 – Applications for resident transfer process available to families.
- February 25 – Open seats posted to SPS website.
- March 25 – Resident transfer and employee student application window closes.
- April 1 – Resident applicants notified of decision.
- April 14 – Nonresident school capacity recommendation provided to board of education for adoption.
- June 1 – SPS publishes number of open seats available to nonresident students.
- June 15 – Nonresident applications due
- July 15 – Nonresident applicants notified of school assignment.