

## **IN DISTRICT TRANSFER PROCESS - SECONDARY**

### **Secondary (Grades 6–12) In-District Transfer Guide**

A secondary in-district transfer (IDT) allows a student residing within West Fargo Public Schools boundaries to attend a secondary school other than their assigned boundary school.

Once approved, a secondary IDT remains in effect through graduation provided the student remains in good standing. Students are assumed to remain at the approved transfer school system unless a request is submitted to return to their boundary school.

### **Application Windows (New Requests or Return to Boundary)**

#### Semester 1

- Application deadline: **August 1**
- Notification by: **August 15**

#### Semester 2

- Application deadline: **December 1**
- Notification by: **December 15**

Requests submitted after a semester begins will be considered for the following semester.

### **NEW IDT – Current Learner Who Moved Within District**

Example: A student moves into a different boundary but wishes to remain at their current school.

- Application submitted to the admitting school.
- Admitting principal reviews upon submission.
- Decision based on capacity and district criteria.

If approved:

- Admitting Registrar updates PowerSchool (attendance area and transfer reason).
- District Registrar is notified.

If denied:

- Building principal who will keep the learner communicates denial to family.

The District Activities Director will be consulted to determine extra-curricular eligibility.

Students who move during the school year may stay at their school of attendance for the remainder of the year under the “temporary attendance” policy.

### **NEW IDT – New Transfer Request**

Example: A student resides in one boundary but requests attendance at another secondary school.

- Application submitted to the admitting school.
- New IDTs for new students are reviewed beginning in August to allow enrollment stabilization.
- Decision based on capacity, staffing, and program availability.

### **RETURN TO BOUNDARY SCHOOL (Documented Change)**

If a student on an approved IDT wishes to return to their assigned boundary school:

- A transfer request must be submitted to document the return.
- The student must remain at the transfer school through the current semester.
- The return will be processed at the semester break.

Students are assumed to continue at the approved transfer school unless a formal request to return is submitted. If a student returns to their boundary school and later requests to transfer again, a new IDT application is required.

### **Duration of Approval**

Approved secondary IDTs:

The statements in this document are intended to provide guidance for daily procedures and practices in order to maintain order, efficiency, and continuity amongst our schools.

- Remain in effect through graduation.
- Do not require annual renewal.
- Remain valid unless revoked or a return request is submitted.

### **Decision Criteria**

- Grade-level and building capacity
- Class size and staffing availability
- Program availability
- Attendance and discipline history
- Transportation feasibility

Approval is not guaranteed.

### **Transportation**

Families are responsible for transportation unless required by an IEP. Failure to maintain reliable transportation may result in revocation.

### **Revocation**

An approved IDT may be revoked due to:

- Enrollment changes affecting capacity
- Attendance or discipline concerns
- Transportation issues
- Inaccurate or incomplete application information

Appeals follow district procedures.