

## ELEMENTARY LEARNER TRANSFER PROCESS

An elementary in-district transfer (IDT) allows a student residing within WFPS boundaries to request attendance at a school other than their assigned neighborhood school.

Elementary IDTs are approved for **one school year only** and must be renewed annually. A signed purchase agreement within a new boundary negates the need for the IDT process.

Returning IDTs (Priority 1)

- Renewal application due by **May 1**
- Applications received after May 1 will be treated as NEW IDTs

New IDTs (Priority 2)

- Application deadline: **August 1**
- Applications received after August 1 may be considered on a case-by-case basis

Processing Order

1. Returning IDTs
2. Siblings of Returning IDTs (NEW)
3. All other NEW IDTs
4. Returning Open Enrollment (OEs)
5. NEW Open Enrollment

**Step 1:** Families will complete the e-form by May 1 – returning IDT and OE learners. [26-27 Elementary In-District Transfer Request - May 1 deadline – Fill out form](#)

- Data Analyst will verify the address and grade level for all entries and remove any duplicates or unnecessary applicants.
- Building principals will use the scoring rubric below to enter a score for each student.
- A pivot table will be used to provide snapshots for the leveling guide of each grade level with a cut-score applied.

**Step 2:** Families will complete the e-form by August 1. – NEW IDT learners and any who missed the deadline. Note – those learners do not get the continuity of education points since they are now treated like a NEW IDT. [26-27 Elementary In-District Transfer Request – Fill out form](#)

- Data Analyst will verify the address and grade level for all entries and remove any duplicates or unnecessary applicants.
- Building principals will use the scoring rubric below to enter a score for each student. Since these are NEW learners, collaboration with another principal or a review of SIS records may be necessary.
- A pivot table will be used to provide snapshots for the leveling guide of each grade level with a cut-score applied.

**Step 3:** New Open-Enrollment student applications, due by March 1, will be shared with the Curriculum Director and Data Analyst to add information to the leveling guide.

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.

**Step 4:** During the leveling process, a cut score will be applied as needed to each grade level to ensure that no school moves out of the targeted range with IDTs and OEs applied. Processing Order:

- Returning IDTs
- Siblings (NEW) of Returning IDTs
- All other NEW IDTs
- Returning OEs
- NEW OEs

- Note -the retention of our staff is an important consideration.
- Scoring will be completed by the requested receiving school principal in collaboration with home school principal as needed.
- If a school, grade level, or program is requested that is closed to transfers or open enrollment another school may be considered.
- In-district transfers and open-enrolls cannot be considered if it puts the average class size over the target range - which is plus or minus three from the target number for the grade level.

WFPS has established neighborhood elementary schools as a valuable asset to our community. Families are encouraged to attend their home neighborhood school whenever feasible and in the best interest of the child and the family.

<b>CATEGORY</b>	<b>Point Option A</b>	<b>Point Option B</b>	<b>Point Option C</b>
Staff Member Child *	NA = 0	Yes = 4 points	Attended Previously Yes = 6 points
Family Continuity (an older sibling has attended and will attend the school)	NA = 0	Yes = 1 point	
Continuity of Education (staying in a school previously attended - for example they moved, boundaries changed, etc.)	NA = 0	Attended 1 to 2 years = 2 points	Attended 3 to 5 years = 4 points
Daycare Need	NA = 0	Convenience Issue = 2 points	Significant Issue = 4 points
Attendance Record	Tier 2 or above SARB = 0	Tier 1 SARB = 1 point	No issues = 2
Custody Issue	NA = 0	Issue = 1 point	
Special Considerations – including trauma, etc.	NA = 0	Yes = 1 point	Significant = 2 points
	<b>Total Points Possible: 20</b>		

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