



## **Intra-District Transfer Request Procedure**

### **I. Purpose**

- A. The purpose of this procedure is to ensure transfer requests are thoughtfully processed in coordination with enrollment, school assignment, and staff assignment practices within the school district.

### **II. School Assignment**

- A. Students attending Shakopee Public Schools are placed in the school within the pre-determined school boundary based upon the student's primary home address.
- B. Students with dual resident addresses must specify a primary address. The district will use the specified primary address to determine school assignment and transportation (when applicable).

### **III. Intra-District Transfer Requests Background Information**

- A. There are many school district factors considered in determining whether or not an application for Intra-District Transfer will be approved and for determining the location of the student's new place. These factors include class size limitations, school capacity limitations, current enrollment and class size comparisons between schools, reasons for transfer request, future enrollment projections, timing of the request, and the 'feeder pattern' of elementary schools to middle schools. It's also important to note that for a student with an IEP there may be additional capacity limitations and service locations may vary among our schools.
- B. There are also a number of student and family circumstances that merit additional consideration. These include a change in residence, a known future change in residence, location of child care services, enrollment location of a sibling,
- C. Research indicates the best time for a student to transfer from one school to another is at the start of the school year.
- D. Intra-District Transfer Requests for the next school year are preferably received by March 1, which is prior to the completion of teacher staffing for the following school year.
- E. When a student transfers to a school outside the boundaries of their primary residence, student transportation becomes the sole responsibility of the family. School bus transportation is no longer provided by the school district for students who have made an intra-district transfer.

#### **IV. Steps in the Intra-District Transfer Request Process**

- A. Students wanting to attend a school other than the school assigned based on the student's primary home address will need to submit the online Intra-District Transfer Request Form which is then sent to the principal of the school where their child is currently enrolled.
  - a. The principal receiving the form will also, in a timely manner, initiate the process to set up a conference with the parents/guardians who completed the Intra-District Transfer Form. The purpose of this conference is to attempt to resolve the concerns with the current school placement of the student, with the goal being that the student will remain in the school as initially assigned.
- B. The Principal in collaboration with the Assistant Superintendent (Designee of the Superintendent) will review next steps based on the application and the information learned via the Principal's conference with the parents/guardians.
- C. Once a final determination on the Intra-District Transfer request has been made, the district enrollment team will communicate the decision to parents/guardians.

#### **V. Duration of Intra-District Transfer Placement**

- A. A student placed in an elementary school will remain in that school through the end of grade five. A student placed in a middle school will remain at that school through the end of grade eight.
  - a. Students do not need to reapply each year to continue their Intra-District Transfer placement. The placement remains in effect as long as the student is continually enrolled in the placement school.