

ADMISSIONS  
INTERDISTRICT TRANSFERS

FDA  
(REGULATION)

DEFINITIONS      The following definitions apply to policy FDA(LOCAL), this regulation and related exhibits.

A person “resides” in the District if the true, primary, physical place where the person lives with the intent to remain for a considerable amount of time is within the boundaries of the District. A person’s residence is the fixed, permanent, and principal place of habitation that is the center of the person’s domestic, social, and civic life. A person can reside in only one place at a time.

A “Resident Student” is a student who is eligible to attend the District schools because the student or a parent of the student resides in the District.

A “Non-Resident Student” is a student who does not reside in the District and neither of the student’s parents resides in the District.

The term “Residence” refers to the student’s residence or the residence of a parent of the student, whichever residence is the basis for the student’s eligibility to attend the District’s schools.

The term “Proposed Resident” means the student or a parent of the student, as applicable in the specific situation.

The term “Resident Student in grade 12” means a student who is in attendance for the fourth year of high school during which the student is eligible to receive a certificate of attendance and participate in graduation ceremonies.

The term “Full-time Professional Contract Employee” means an employee of the District employed at least 80% per week under a contract and who is certified or exempt. The term does not include employees who work for the district only at the Seay Tennis Center with the exception of such employees who, as documented by the administration, were advised by the administration prior to the beginning of the 2025-2026 school year that they would be eligible to request a transfer under Board Policy FDA (Local).

ADMISSIONS  
INTERDISTRICT TRANSFERS

FDA  
(REGULATION)

LIMITED  
EXCEPTIONS

TEMPORARY  
ABSENCE FOR  
RENOVATION OF  
RESIDENCE

If a Resident Student temporarily becomes a Non-Resident Student because of the renovation or construction of a residence within the school district, the Non-Resident Student will be permitted to continue in attendance at the student's school tuition-free for the remainder of the school year in which the Resident Student became a non-resident. To be eligible to attend a District school during this temporary absence, the student must provide to the District a fully executed contract relating to the renovation or construction of the residence and evidence of when the renovation or construction will be completed.

If the now Non-Resident Student wishes to continue in attendance in the District schools the following school year, the Non-

ADMISSIONS  
INTERDISTRICT TRANSFERS

FDA  
(REGULATION)

Resident Student must submit a transfer request as set forth in this regulation. If the transfer is granted, the Non-Resident student may attend a District school tuition-free for the length of time set forth in the Temporary Transfer Agreement.

MOVING OUT OF THE  
DISTRICT

A Resident Student in grades kindergarten through the first nine weeks of grade 12 who becomes a Non-Resident Student during the course of a school year, will be permitted to continue in attendance in the District for the remainder of the grading period in which the student became a non-resident, provided that the student's attendance, behavior and academic expectations have been met and continue to be met.

A Resident Student in grade 12 who becomes a Non-Resident Student after the conclusion of the first nine weeks' grading period, shall be permitted to continue in attendance at Highland Park High School for the remainder of the school year if:

1. The student has attended school in the District for the previous school year; and
2. The student's attendance, behavior and academic expectations have been met and continue to be met.

The Resident Student in grade 12 who meets the requirements may only use the residency exception one time and it is limited to the year during which the student's cohort group participates in graduation.

MOVING INTO THE  
DISTRICT

A Non-Resident Student may be permitted to attend a District school as a temporary transfer student under the following limited circumstances.

If a Proposed Resident is in the process of building or purchasing a residence within the District and will occupy and reside at the residence within 60 calendar days of the first day the Non-Resident Student wants to attend a school in the District, the District may allow the Non-Resident student to attend a school in the District on a tuition-paying basis.

If a Proposed Resident is in the process of leasing a residence within the District and will occupy and reside at the residence within 30 calendar days of the first day the Non-Resident Student wants to attend a school in the District, the District may allow the Non-Resident student to attend a school in the District on a tuition-paying basis.

ADMISSIONS  
INTERDISTRICT TRANSFERS

FDA  
(REGULATION)

CHILDREN OF  
NON-RESIDENT PRO-  
FESSIONAL CON-  
TRACT EMPLOYEES

A non-resident full-time professional contract employee may apply annually for his or her Non-Resident Student to attend kindergarten through grade twelve within the school district tuition-free. A non-resident full-time professional contract employee may apply annually for his or her eligible Non-Resident Student to attend the 18+ Program. The application process will open in May for the following school year. Current employees must submit the application by the 45<sup>th</sup> day prior to the first day of instruction; new employees employed beyond the standard deadline for submission must submit the application within thirty days of their employment. [See FDA(EXHIBIT)]

TEMPORARY  
TRANSFER REQUEST

Prior to the student being permitted to attend a District school, the administration must receive a Temporary Out-of-District Transfer Request ("Transfer Request") signed by the parent, guardian or other person having lawful control of the student for each Non-Resident Student for whom a temporary transfer is being requested. [See FDA(EXHIBIT)]

The Transfer Request must be accompanied by one or more of the following forms of documentation confirming that the Proposed Resident will be establishing residency in the District:

1. A fully executed contract to purchase a residence in the District showing that the transaction will be closed and the Proposed Resident will occupy and reside at the residence in the District within 60 calendar days from the date of the Transfer Request.
2. A fully executed contract to build or renovate a residence in the District signed by all parties showing that the transaction will be closed and the Proposed Resident will occupy and reside at the residence in the District within 60 calendar days from the date of the Transfer Request.
3. A fully executed lease agreement to lease a residence in the District showing that the Proposed Resident will occupy the residence in the District within 30 calendar days from the date of the Transfer Request.

If the transfer is approved, the parent or guardian of the student will sign a Temporary Transfer Agreement with the District allowing the Non-Resident Student to enroll and attend a District school as a tuition-paying student. The Transfer Agreement will, in addition to other terms and conditions, set forth

ADMISSIONS  
INTERDISTRICT TRANSFERS

FDA  
(REGULATION)

the amount of tuition to be paid and the date on which the Proposed Resident must be residing in the District.

TUITION

Tuition will be paid 30 days in advance. Any overpayment for a month in which the Proposed Resident establishes residency in the District will be reimbursed by the District calculated on a pro-rata daily rate for the remainder of the month. Tuition will not be reduced for absences of the student from school. Failure to pay tuition will result in a termination of the transfer and the student will be withdrawn from school.

FACTORS CONSIDERED

In approving transfers, the Superintendent or designee will consider availability of space and instructional staff, the student's disciplinary history, and attendance records.

The Superintendent is authorized to accept or reject any transfer requests for any reason, provided that such action is without regard to race, religion, color, sex, disability, national origin, or ancestral language.

APPEALS

Any appeals will be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.