

Students

Administrative Procedure – In-District Transfers

Purpose: The purpose of this procedure is to further the District's goals by balancing enrollments, maximizing resources, and improving our quality of education.

This procedure outlines the criteria and process to be followed for a parent(s), legal guardian(s), to request permission for their student to attend a district school other than the one within his/her attendance area.

Definitions:

1. In-district Transfer: The process of permitting attendance of a student at a District school other than his/her attendance area school.
2. Attendance Area school: The district school in a student's attendance area, which is determined by where the student's parent/legal guardian's residence is located.
3. Capacity Transfer: A student whose home school does not have capacity in the appropriate grade level for the student. Capacity transfers will be made to a school that has available capacity and transportation services for the student.
4. Requestor: The parent(s), legal guardian(s), or eligible student (age 18 or emancipated) requesting the in-district transfer.

Guidelines

1. The requester completes a student transfer form, available at the Enrollment and Transportation Center, citing the reasons for the request in accordance with the criteria below.
2. The requester submits the complete transfer request form to the Enrollment Transportation Center. Transfers are accepted and reviewed as follows:
 - a. Employee Student Transfers- February-April 1 of the preceding year. (Unless a new employee or summer transfer)
 - b. Student transfers will not be accepted after the start of the school year. (Mid-year address changes and new students are the only exceptions)
 - c. Current-year transfers who wish to remain at the transfer school must submit all paperwork by April 1.
 - d. Transfers are due two (2) weeks prior to the start of the school year. All transfers for the upcoming school year must be received by this date. The date will be published on the website annually.
3. At least one of the criteria listed below must be met in order for a student to qualify for an in-district transfer. The criteria are listed in order of priority.
4. All requests are based on seat availability, and a wait list will be created if necessary. Students on the wait list will be admitted based on their rank number.

Criteria

1. Completion of the current school year, if a change in residence has occurred.
2. The requested school is within safe walking distance (1.49 miles) of the student's home.
3. Childcare arrangements currently exist within the receiving school's attendance area for students age 12 and younger. Childcare providers must submit documentation that verifies that they are providing care in the attendance area requested. This may include a valid copy of the provider license or signed letter from the provider with contact information and proof of address. The district reserves the right to request additional documentation from the requestor or provider.
4. The parent is requesting to enroll siblings in the same school. Request for Sibling transfer must be submitted during the district's registration period or at the time of enrollment. A sibling transfer may be rescinded if all seats are full and a new student who lives in the attendance area enrolls in the district within the first two weeks of school.
5. District staff members may request that their children enroll in the school in which they are employed, even if the school is not in their area of attendance. The purpose in considering these requests is to allow the staff members to be involved in their children's education and to minimize scheduling conflicts that may arise among different school buildings. Staff members must request such a transfer prior to April 1st of the year before the transfer would take effect in order to ensure there is room for the student within the projected enrollment.
6. Students may be transferred to a school outside their attendance area if the transfer is in the best interest of the student, their family, and the school. These are Special Circumstance transfers and can only be initiated by a **district-level administrator**.
7. When students register in the school of their residence and the grade level has reached its maximum student enrollment, students may be required to enroll in a school that has not yet reached the "district wide average." Transportation for these students may be provided by the District.
8. Students may request to finish their grade band at their current attendance school if they will be in 5th grade the following year.
9. Students attending JFIB or who are placed in the HAPP program may elect to return to their home school. (These requests will be honored at the quarter.)

*Transfers will be denied where staffing, grade level, and/or student enrollment factors meet or exceed capacity, and when requests are not submitted in accordance with the approved time frames.

Approval Process:

1. The enrollment center will determine if the request for transfer meets one or more of the criteria outlined above. *If the request does not align with the criteria, the request will be denied.
2. If the request meets the criteria, the enrollment center will determine if the current student/teacher ratio and projected enrollment will accommodate adding additional students to the school.
3. The enrollment center shall communicate the decision to the requestor and the principals.

Renewal:

1. Transfers are for 1 year only. All transfers must be renewed annually.
2. Renewal letters will be mailed in February, accompanied by email and telephone reminders through March.
3. All renewals are due April 1.

Transportation

1. Transportation will not be provided unless there is an existing bus stop along an existing route with room available serving the school where the child will be attending.

Revocation and Expiration

1. An in-district transfer shall be revoked if any information provided by the requestor is determined to be false.
2. Absences (excused and unexcused) that meet or exceed 10% of possible school days may result in revoking a child's transfer status.
3. Occurrences of late arrivals and/or early departures that meet or exceed 10% of possible school days in a semester may result in revoking a child's transfer status.
4. Maladjustment may also be grounds for revoking a child's transfer status.
5. Capacity transfers do not expire. Students on a capacity transfer may complete the grade band at their assigned school.
6. All transfers are for 1 year and must be renewed annually.

Appeals:

1. If the transfer request is denied, the requestor can appeal the decision to the Assistant Superintendent of Curriculum and Instruction or his/her designee.
2. The decision of the Assistant Superintendent of Curriculum and Instruction or his/her designee will be final.

DATED: Oct 6, 2025