

Interdistrict Transfer of Resident Students

General Parent/Student Requests for Interdistrict Transfer (Requiring the consent of both districts)

The following procedure will govern consideration of a request by a student who resides within district boundaries and who is requesting district approval for a transfer to attend school in another district:

1. A parent will request the release of his/her student by completing the appropriate district form;
2. The completed form must be submitted to the district office;
3. The Board chair or superintendent or designee will grant or deny the request for release according to established Board policy criteria and notify the parent in writing of his/her decision.
4. If the release is granted, the district will notify the nonresident district and make necessary arrangements for the transfer of the student's education records;
5. If the request is denied, parents will be notified of the reason for denial and the right to appeal the decision by sending a written request to the superintendent or designee.
6. The superintendent or his/her designee shall investigate the appeal and render a decision.