

Assignment of Students to Schools **

Procedures to Implement Open Transfer Policy October 14, 2016

A person desiring a transfer shall complete the district transfer form and submit it to the superintendent. Each transfer request shall be signed by the student's parent or legal guardian. Forms are available at each school office and at the office of the superintendent.

If space is available in the school requested, the transfer may be approved. A copy of the approval will be sent to the parent and both schools of interest. If the receiving school desires a parent-student-counselor conference before the student is enrolled, that should be arranged by the school.

"Space available" will be determined by each building administrator.

If a student moves outside the district boundary, he/she may no longer attend a Central school unless tuition is paid or a waiver is obtained through the superintendent's office.

A student who moves from one district school attendance area to another after February 1 will be permitted to finish the year without an administrative transfer. However, a transfer must be requested and approved for the following year if the student wishes to remain.

The district will permit students on an administrative transfer to ride the district buses. Additional bus stops and/or route changes will not be created for transfer students. Parents should make arrangements to ensure that the student gets to an existing bus stop if district transportation is to be used.

Holding File for Student Transfers and Criteria for Filling Slots

Students who reside within a school attendance boundary and who wish to attend that school must be accommodated before student transfers are approved. Administrative transfer requests are processed as they are received and are approved on a first-come basis. If a school or grade level has been closed to transfers, applications will be dated as they received and placed in a holding file. When slots become available at the school but not all requests in the holding file can be honored; the following priorities will be applied to fill the slots:

1. A student who has been residing in the attendance area and has enrolled in the school but has recently moved from the attendance area; or a student who has recently been cancelled out because the school was full;
2. A student who already has a brother or sister attending the school on an administrative transfer;

3. A student who has not previously attended the school and has no brothers or sisters enrolled in the school.

If there are more applications in a category than there are slots, they will be approved in the order they were received.

Relocation of Student Transfers

Transfer students shall have all rights of other students in the school. However, administrative transfers may be revoked under the following conditions:

1. Capacity of School Reached

A transfer will continue in effect as long as room is available in the school unless the parent moves out of the district. If a school has reached capacity or the capacity will be reached in the near future, the school will be closed. Transfers may be rescinded by the superintendent when the school exceeds capacity.

2. Determining Capacities Related to Student Transfers

The following guidelines will be used by the superintendent to determine whether a school has reached capacity. Principals should inform the superintendent if capacity has been reached or is likely to be reached soon. When a school has reached capacity, no further transfers will be approved unless agreed upon by both the principal and superintendent.