

## **Interdistrict Transfer of Resident Students**

### **General Parent/Student Requests for Interdistrict Transfer**

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. The Board will annually set the number of students, if any, who may transfer out of the district;
2. A parent will request the release of his/her student by completing the appropriate district form;
3. A completed form must include the signature of the Board chair or superintendent or designee of the school district which the student seeks to attend;
4. The completed form must be submitted to the district office;
5. 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 within 15 calendar days;
6. If the release is granted, it will specify the length of the release or the condition or event which would cause the release to be terminated;
7. 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;
8. If the request is denied, parents will be notified of the reason for denial and the right to appeal the decision to the Board by sending a written request to the superintendent or designee within 10 calendar days;
9. The Board will hear the appeal at its next regularly scheduled Board meeting;
10. A final decision will be made by the Board within 20 calendar days following the Board hearing. The Board's decision will be communicated to the parent in writing;
11. All releases granted by the district will be limited to the school year in which the transfer is approved.

Annual application will be required no later than June 1 for the following school year.

**Requests for Interdistrict Transfer** (Requiring the consent of only the attending district (Open Enrollment))

A student who resides within district boundaries may make a request to attend school in another district that agrees to accept the student. The agreement will be by written consent of the attending district only whereby the student becomes a “resident student” of the attending district, allowing the attending district to receive State School Funding. The student who resides within the district must complete the application process in the district in which the student wishes to attend.

**Public School Choice Transfer Requests**

In the event there is not another school in the district for the student to transfer because all schools at a grade level are in school improvement, the district will, to the extent practicable, establish a cooperative agreement that would allow interdistrict transfers. If such an agreement is established, transfers to meet the public school choice requirements of NCLBA will be provided in accordance with established Board policy and administrative regulation.

**Record Keeping**

A file of all intradistrict transfer requests will be maintained at the district office.