

Intradistrict Transfer Procedures

The following procedure will govern consideration of a request by a parent/guardian for his/her student to attend a district school other than the one within the student's regular attendance boundary:

General Parent/Guardian Student Requests for Intradistrict Transfer

1. Resident students and their parent/guardian will be notified on an annual basis of intradistrict transfer options available;
2. Beginning in the 2016-17 school year, all first time requests to transfer will be considered on a space-available basis and subject to the following criteria:
 - a. A financial, educational, safety or health condition affecting the student would likely be improved as a result of the transfer. "Would likely be improved" means it is probable, in the judgment of the district, that the nature and effect of the benefit to be received will be real and meaningful;
 - b. Attendance at the school is nearer to the parent's place of work or to the location of child care;
 - c. The parent/guardian has moved and the place of residence is now located outside the attendance boundary of the student's assigned school, but remains within district boundaries and completion of the current school year in the student's school is in the student's best interest;
 - d. There is some other special hardship or detrimental condition affecting the student or his/her immediate family which would be alleviated as a result of the transfer. "Special" means a circumstance or factor not generally applicable to other students or families. "Hardship" and "detrimental condition" apply to any circumstance or factor which has a harmful effect on the student or his/her immediate family, and is not restricted to a financial, educational, safety or health condition;
 - e. A program/activity is offered only at the receiving school.
3. Requests that a student attend a district school other than the student's assigned school within his/her regular attendance boundary must be made by the parent/guardian (or emancipated minor or student age 18 or older) and submitted electronically to the principal or designee of the school the student currently resides. Applications will be accepted from April 1 through May 31 for the following school year. Requests made after May 31 may be considered in unusual circumstances, at the principal's discretion. Written requests must include a clear statement as to how the requested transfer meets district criteria;
4. The principals of the sending and receiving schools will consult and must mutually agree to the transfer. If either principal objects, based on established criteria, the request will be denied;

5. The sending school principal or designee will notify the parent/guardian in writing that the request has been granted or denied, no later than June 30;
6. Transportation will be the responsibility of the parent/guardian. In certain circumstances, district transportation may be appropriately provided, on a space-available basis. Existing bus routes and loading areas will not, however, be disrupted or altered in order to accommodate an intradistrict transfer;
7. Once a student transfer is approved, the district will, to the extent practicable, continue the student in the receiving school through the highest grade in that building. Approved transfers will be reevaluated at the conclusion of each school year by the principal of the receiving school. Continuation of the transfer may be denied based on such considerations as student behavior and attendance;
8. An approved transfer granted to a student will not obligate the district to approve subsequent requests from another student in the same family;
9. Student violations of Board policy, administrative regulation, school rules or attendance standards may result in revocation of the transfer at any time at the discretion of the district, in addition to discipline imposed.

Record Keeping

The principal will maintain a file of all intradistrict transfer requests. A copy will be made available to the district office for districtwide data collection purposes.