

### **Inter-District Transfer of Resident Students Procedures**

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. A completed form must include the basis for the request and the signature of the Board chairman or superintendent or his/her designee of the school district which the student seeks to attend;
3. The completed form must be submitted to the district office;
4. The 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.
5. 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;
6. 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;
7. If the request is denied, parents will be notified of the right to appeal the decision to the Board, by sending a written request to the superintendent or designee within 10 calendar days;
8. The Board will hear the appeal at its next regularly scheduled Board meeting;
9. A final decision will be made by the Board within 30 calendar days following the Board hearing. The Board's decision will be communicated to the parent in writing;
10. All releases granted by the district will be limited to the school year in which the transfer is approved. Annual application will be required.