

## **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. 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 designee of the school district which the student seeks to attend;
3. The completed form must be submitted to the district office; no later than May 1st. Applications made after May 1st would go for review before the superintendent, and may be approved for the remainder of the current school year. Applicants would have to re-file as a new applicant by May 1st of the following year;
4. The Board chairman 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; Each request will be reviewed by a committee made up of at least one board member, one administrator, the district administrative assistant, and others as needed. The committee will review each request annually, and schedule appointments as needed to clarify the request and the district's position. A mandatory meeting will be held for each initial request. Thereafter, conferences will be scheduled on an as needed basis. The committee will make a recommendation to the superintendent. Requests will be reviewed and notification completed by May 15th each year;
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 10 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 no later than May 1 for the following school year.

### **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.

### **Safe Public School Choice Transfer Requests**

In the event a district school is identified by ODE as persistently dangerous, or a student has been a victim of a violent criminal offense while in or on the grounds of a school, the student attends and there is not another school in the district for the student to transfer to, the district may develop an agreement with a neighboring district to accept transfer students. The development of such agreements is at the discretion of the district. Transfer approval will be in accordance with established Board policy and administrative regulation.

### **Record Keeping**

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