

Intra-district Transfer Procedures

The objectives of this procedure are to provide clarity for instances in which the administration will authorize the transfer of any of its students living within the school district boundaries from their neighborhood school to a non-neighborhood school within the school district.

1. Parent-Initiated Transfers

Requests to transfer will be considered subject to the following criteria:

- a. A 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 administration, that the nature and effect of the benefit to be received will be real and meaningful;
- b. The parent 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 present school is in the student’s best interest. If approved, the student would attend their new neighborhood school the following school year.
- c. There is some other special hardship or detrimental condition affecting the student that would be alleviated as a result of the transfer. “Special” means a circumstance or factor not generally applicable to other students. “Hardship” and “detrimental condition” apply to circumstances or factors which will directly and significantly impact a major life condition for the student and is not restricted to a safety or health condition;
- d. If the above criteria are met, an intra-district transfer may be granted if there is space available at the requested school.

The following procedure will be followed for parent-initiated transfer requests:

- a. Parents requesting a transfer will complete the Parent Request For Student Transfer form and take it to the resident school for the resident school principal’s signature, who will send the form to the registered non-neighborhood school principal for approval. Denial by either school’s principal using the criteria outline stops the process.
- b. Reasons for denial at either school may include maintaining class size in the grade level.
- c. For requests made before or during the beginning of the school year, the requested school’s principal may hold the form until the end of the second full week of school to assure that the requested grade level has space available.
- d. The same factors referenced above will be considered annually by the administration to evaluate the continuation of previously approved transfers for students who have attended a non-neighborhood school on a parent-initiated transfer. If the factors are no longer deemed to be reasons for renewing a transfer, the administration can deny the transfer.

- e. Students who have been granted transfers in prior years per previous written policy or board directive, and their siblings, will be allowed to stay at their current school.
- f. Transfer students will be assigned to available class sections by building administrators.
- g. In the event that multiple transfer requests are received, and meet the criteria outlined above, for a limited number of available slots, the principal of the requested school will make a determination of the severity level of the extenuating circumstance and determine which student(s) will be accepted via the transfer request procedures outlined above.
- h. Students with special needs will be considered for parent-requested transfers under the same criteria as all other students. Parent-requested transfers are a separate process from determining placement for special education services.
- i. Parents of transferring students will be responsible for their child's transportation. Bus routes will not be changed and bus capacities will not be exceeded to accommodate transferring students, however, in some cases arrangements can be made with the school district's present transportation system.

2. Transfers Initiated by the School District

- a. The district reserves the right to assign students to attend any school in the district (See Board policy JECC-Assignment of Students to Schools).
- b. Reasons for transferring a student to a non-neighborhood school may include, but are not limited to:
 - (1) Transferring back parent-initiated transfers.
 - (2) Prohibitive transportation factors.
 - (3) Proximity to the school being transferred to; and proximity to the existing boundary lines.
 - (4) Sibling considerations (i.e., brothers and sisters in the same school).
 - (5) Special needs of a student that cannot be effectively met at the neighborhood school due to programming considerations (i.e., migrant, special education program, etc.)

3. Procedures for Parent Notification

The principal or designee will notify parents in writing or via telephone of the ultimate decision of granting or denying a transfer request.

4. Appeals

- a. Parents may appeal the decision of a denial of a transfer request to the superintendent. The parent will make the appeal in writing to the superintendent.
- b. The superintendent will review the request with the principal(s) and provide the parent(s) with an opportunity to meet to review the request.
- c. The superintendent or designee will notify the parents in writing or via telephone of the ultimate decision on the appeal.