

Interdistrict Transfer of Resident Students

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. A completed form must include the basis for the request;
2. The completed form must be submitted to the district office for review;
3. The superintendent or designee will grant or deny the request for release according to established Board policy criteria;
4. If the release is granted, it will specify the length of the release or the condition or event that would cause the release to be rescinded;
5. If the release is granted, the district will forward the request to the nonresident district for consideration;
6. If the request is denied, parents have the right for that decision to be reviewed by the Board. Board review constitutes consideration of the written documentation initially presented. A written request for review should be made to the superintendent or designee with 10 calendar days;
7. The Board will review the supporting information regarding the transfer request at a regularly scheduled Board executive session. Parents will not be in attendance at this meeting. If the decision to deny the transfer is upheld by the Board, parents will be notified in writing within 20 calendar days. If the Board wishes additional information and chooses to hear directly from the parents, parents will be requested to attend an executive session so that relevant, new data may be presented. The Board will evaluate the new information from the parents, render a decision to grant or deny the transfer and communicate that decision in writing within 20 calendar days;
8. All releases granted by the district will be limited to the school year in which the transfer is approved. Annual application will be required.