

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, for reasons other than compliance with the No Child Left Behind Act of 2001, 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 superintendent or 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 within 30 calendar days.
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 or renewal will be required no later than June 15 for the following school year.