

Indistrict Transfer Students

Should a student wish to transfer, or the parents of a student wish to have them transferred to a school outside of their attendance area, the following process will be followed:

1. The sending principal and staff must agree that the move would be in the best educational interest of the students;
2. The receiving principal must agree to receive the student. Before agreeing, the principal will want to check for such things as class schedules, class size, supervision problems, transportation, etc.;
3. Before the transfer of a student from one building to another is considered, a determination as to whether or not the student is in need of special services will be ascertained. If the student has special needs, the director of student services will meet with the building principals involved in the proposed transfer and make decisions relative to IDEA, Section 504, TAG, Title I, etc. These decisions will follow written procedures established by the district (see Student Services Procedures);
4. Before any transfer takes place, the superintendent needs to be involved as per Board policy. He/She will review the policy and this regulation to determine that all the “blanks” have been filled in. No transfer will take place until this final step has been taken.