

Union School District 5

Code: **JECF-AR**
Adopted: 9/8/04

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;
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;
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 20 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 June 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.