

## INTRADISTRICT OPEN ENROLLMENT

Students enrolled in the District are assigned to the school or special education program serving their designated attendance area. Parents wishing their child/children to attend a school other than the one for their attendance area must complete a transfer form for their child's grade level (elementary/sixth grade/middle school/high school). Emergency or hardship transfer requests will be considered and granted in accordance with provisions listed on the transfer form.

In general, transportation will be the responsibility of the parent. No special transportation arrangements will be made to accommodate transfer requests.

### Siblings of Students Participating in Specialized Programming

Attempts will be made to accommodate siblings of students participating in specialized programs to be placed in the same building.

### Guidelines for Elementary Transfers

Procedure for forms submitted on or before the deadline identified on the transfer request form:

1. Transfers submitted on or before the deadline may be granted in emergency or hardship situations based on building enrollment.
2. Parents will be notified of the status of the transfer request no later than two weeks prior to the opening day of school.

Procedure for forms submitted after the deadline identified on the transfer request form:

1. Transfer requests will be added at the bottom of the list and considered in the order received.
2. Parents will be notified of the status of the transfer request no later than two weeks prior to the opening day of school.
3. Requests received after the annual announced deadline are unlikely to be honored.

### Guidelines for Sixth Grade Transfer Request

In general, transportation will be the responsibility of the parent. No special transportation arrangements will be made to accommodate transfer requests.

Procedure for forms submitted on or before the deadline identified on the transfer request form:

1. Transfers submitted on or before the deadline may be granted in emergency or hardship situations based on building enrollment and space availability.
2. Space availability is a function of staffing levels and class section size. Staffing levels will be set to accommodate the students of the designated attendance area. No additional staff will be added specifically to accommodate transfers. The principals of the schools involved will determine whether a transfer request can be accommodated in terms of the impact on the class section size of all classes involved.
3. Parents will be notified of the status of the transfer request

Procedure for forms submitted after the deadline identified on the transfer request form:

1. Transfer requests will be added at the bottom of the list and considered in the order received.
2. Parents will be notified of the status of the transfer request no later than two weeks prior to the opening day of school.
3. Requests received after the annual announced deadline are unlikely to be honored.

### Guidelines for Middle School/High School Transfer Request

In general, transportation will be the responsibility of the parent. No special transportation arrangements will be made to accommodate transfer requests.

Requests for transfer in order to attend the same school as a given student, teacher or coach, or to participate on a specific athletic team or in a specific activity will not be considered.

Unless otherwise specified, a transfer is to be for the entire school year. Transfers are for one school year. At the end of the school year, all students will be reassigned to the school for their designated attendance area and must reapply if requesting a transfer for the following year. Transfers may result in the loss of athletic eligibility for one school year.

Procedure for forms submitted on or before the deadline identified on the transfer request form:

1. Return completed transfer request form to the guidance office of the school your child currently attends.

2. Transfers submitted on or before the deadline may be granted in emergency or hardship situations based on building enrollment and space availability.
3. Space availability is a function of staffing levels and class section size. Staffing levels will be set to accommodate the students of the designated attendance area. No additional staff will be added specifically to accommodate transfers. The principals of the schools involved will determine whether a transfer request can be accommodated in terms of the impact on the class section size of all classes involved.
4. Parents will be notified of the status of the transfer request.

Procedure for forms submitted after the deadline identified on the transfer request form:

1. Return completed transfer request form to the guidance office of the school your child currently attends.
2. Transfer requests will be added at the bottom of the list and considered in the order received.
3. Parents will be notified of the status of the transfer request no later than two weeks prior to the opening day of school.
4. Requests received after annual announced deadline are unlikely to be honored.

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