

432 RULE 1: INTRA-DISTRICT TRANSFER OF ELEMENTARY STUDENTS

The transfer of elementary school students within the school district but outside of their own attendance area may be approved at the District Administrator's discretion under the following conditions:

1. Balanced enrollment numbers within the District is a priority.
2. Approval of intra-district transfers (both parent requests and district initiated) will be based on enrollment numbers, space limitations and staff availability in an elementary building.
3. Approved transfers are for the duration of the elementary grades (except for 4K) unless enrollments cause overcrowding resulting in the need to hire an additional teacher or redistricting occurs. Should it be necessary to reduce class size because of overcrowding, the District shall transfer students attending a school outside their home attendance area before students attending their home attendance area school.
4. Student transfers for unique programs in the area of special education are not covered by this policy. Building assignments for students with disabilities may be outside the student's attendance area in order to accommodate the students' specific program needs.

There are two types of intra-district transfers.

District Initiated Intra-District Transfers

District initiated intra-district transfers are transfers of students from their home attendance area school to a district school outside the home attendance area. It may also be an intra-district student reassigned to their home attendance area school. The following are guidelines for district initiated intra-district transfers:

1. Because of space limitations, staff availability, and unbalanced enrollment numbers in an elementary building, the District Administrator may need to assign students to a school other than the school in the student's home attendance area.
2. District transportation will be provided for district initiated intra-district transfers.
3. The District will make every effort to communicate district initiated intra-district transfers by the 2nd Friday in May. However, because of late enrollments (especially in 4K) this may not occur until the 4th Friday in August.

4. Identification of students for possible transfer under this rule will be based on these factors:
 - a. Date of registration (4K)
 - b. Volunteers for such a transfer will be sought before the District makes an involuntary intra-district transfer
 - c. Geographic proximity to the receiving school or transportation routes will be considered.
 - d. Selection will be so as not to split siblings in a family
5. Students (except 4K) transferred under this rule shall remain at the newly assigned school until the completion of the highest grade in that building.

Parent/guardian Initiated Requests for an Intra-District Transfer

Parent/guardian initiated requests for an intra-district transfer are for those parents/guardians who wish to have their child attend a district school outside of their home attendance area. The guidelines for parent/guardian intra-district transfer requests are.

1. A completed Intra-district Transfer Request using the District Form (432 Exhibit 2) must be submitted to the office of the elementary school in the home attendance area. Requests must be submitted between the first Friday in February and the first Friday in March prior to the school year. Only requests submitted using the Intra-District Transfer Request Form (432 Exhibit 2) will be accepted.
2. Assignment of students to a school outside of their attendance area shall be made by the district administrator on the basis of, but not limited to:
 - a. overall size of school,
 - b. individual class size,
 - c. placement of siblings, and
 - d. the date the completed request is received in the school office.
3. The intra-district transfer requests will be reviewed and a decision rendered by the 2nd Friday in May prior to the start of the school year. However, if space becomes available in late August, requests may be reconsidered.
4. Approved transfers are intended for the duration of the elementary grades as long as optimal enrollment numbers are maintained.
5. After the selection process has been completed, those students not selected to attend a school outside of their attendance area shall be placed on a waiting list, based on the date the request was received, for the remainder of the school year.
6. During the school year, late applicants will be placed on the waiting list in the order in which they applied.
7. Students whose residence moves to another attendance area within the school district may remain enrolled at their current school for the remainder of the school year. If they desire to remain at that school in

- succeeding years, they shall apply through the procedures outlined above.
8. Transportation of students to schools outside of the regular attendance area, other than those special education students assigned to a school outside of their attendance area by the director of special education, shall be the responsibility of the parent and/or guardian.

Reviewed, revised, and approved by the Board of Education January 17, 2011