

GUIDELINES FOR SCHOOL ATTENDANCE AREAS AND IN-DISTRICT TRANSFERS

1. Upon change of residence during the school year to another attendance area, the following options exist:
 - a. A student may transfer to the new attendance area immediately upon change of residence.
 - b. A student may transfer to the appropriate school within the new attendance area at the end of any grading period.
 - c. A student may remain in his/her present school until the end of the school year.
 - d. A student who moves after March 1st to another attendance area will be given priority to remain in the former attendance area school if space is available for the following school year.

2. The district will provide no transportation except as required by law for students attending schools outside of their designated home school area.

3. Parents or guardians may request that their student(s) attend a district school outside of their designated attendance area. In the event of such requests, the following conditions apply:
 - a. A request for student transfer form shall be completed by the parent/eligible student using the appropriate district form.

 - b. Requests for student transfers for the next school year must be made by March 1st for the following school year. Approval for transfers will normally be made by April 1st. Approval will be granted on a first come, first serve basis. Careful scrutiny will be given to transfers so as to not cause class overloads or additional staffing. Additionally, the student's academic performance, extracurricular involvement (not including athletics), and discipline record may be used in making transfer decisions. No transfer may be approved until all outstanding fees are paid. Exceptions may be made after the March 1st deadline so that students may make application to special programs or schools such as charter schools if needed. .

 - c. Student transfers unable to be approved due to space availability by the April 1st deadline will be placed on a waiting list at the school they are requesting. These student transfers will be accepted on a case-by-case basis, in order of the time and date on the transfer request as seats become available. In making their decision, the principal must consider impact on enrollment in other programs (special education, ELL, etc.) if the student has such needs.

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- d. Approved transfer requests do not need to be resubmitted annually. Approved transfer requests may be reversed for administrative reasons. Reasons for revocation of approved transfer request may include, but are not limited to, significant or habitual attendance and/or discipline issues.
 - e. Approval for student transfers is given jointly by each principal in the student's designated attendance area and the requested school. Appeals of the principal's decisions may be made to the Superintendent or his/her designee in accordance with Board Policy #1312.
 - f. The district administration shall reserve the right to set enrollment capacities or take any other action to ensure proper staffing and safe and efficient facility utilization. It shall also reserve the right to take measures as may be necessary to maintain a reasonable numerical enrollment balance among the schools. Annually, normally by February 1st, the central office administration will determine which schools are closed. Principals will determine if a particular class or grade level to be closed determined by criteria set by the central office administration. Criteria for closed and/or watch-list schools may include enrollment at specific grades, potential for new residential construction, and neighborhood turnover or program moves.
 - g. Decisions by principals on in-district transfers for open schools/grades that are applied for during the school year will normally be made within 10 days. Decisions by principals on in-district transfers on closed/watch-list schools or grades may be held until August 1st.
4. Students experiencing individual problems or having special needs such as physical disabilities, special education needs, other physical or emotional problems, or homeless students may be appropriately placed by the Assistant Superintendent for Student Services and Special Education.
5. District employees are prohibited from recruiting any student(s) for any reason, for any school.

Reference: McKinney Vento Homeless Assistance Act 42 USC 11431 et. seq.
Cross-Reference: Policy #5113.1 – Open Enrollment Program
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