

### **Student Attendance Area Transfers- Intra-District**

Students in the district are required to attend the school designated for the attendance area in which they reside. A parent or guardian may request that a student be allowed to attend another school in the district.

Grades K–12 Procedures: The following procedures are to be followed for student attendance area transfer requests.

Transfer requests for the next school year will be accepted beginning April 1<sup>st</sup> prior to the fall semester.

Review April 1<sup>st</sup> – June 1st

1. The parent/guardian obtains the Choice In Request for Student Attendance Area Transfer Form.
2. Approved transfer requests are only valid for one school year. Transfer applications must be submitted and reviewed annually;
3. The parent/guardian completes Transfer Request Form Section I and submits it to the requested school office;
4. Principals will meet in spring to review requests received no later than the final week in June. Parents/guardians will be notified based on school accommodations no later than a week prior to the start of the school year. Transfer requests may be held for final review in fall. Administrators will use the following guidelines as they review transfer requests. They will determine whether:
  - appropriate educational programs or services are available to improve the student's condition or opportunities as stated in requesting the transfer and;
  - space is available in the grade level or classes at the building in which the student desires to be enrolled;
  - the transfer would allow siblings to attend the same school;
  - the student's transfer is likely to create a risk to the health or safety of other students or staff at the new building;
  - the student has discipline issues, chronic attendance problems, or is lacking academic progress;
  - the school is able to adequately meet the needs of the student and/or family based on principal determination;
  - the student is the child of a full-time certificated or classified employee who meets the qualifications for a transfer. (ESSB 5142);
  - the student qualifies for a transfer under the provisions of the No Child Left Behind (NCLB) Act, 2001.

BOARD POLICY

No. 3131P

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5. District Office will notify parents in writing of approved or denied transfer decision requests. If the request for transfer is denied, the parent or guardian may appeal to the superintendent or designee for review of the decision by the building principals.
  - Appeals must be made in writing within ten working days of the notification (e-mail, letter, etc.) of the denial of transfer.
  - The decision on the appeal is final.

Review last week of August

1. Principals will determine the number of places they have available for out of attendance area transfer students.
2. District Office will notify parents in writing within one week of approved or denied transfer decisions.
  - If the request for transfer is denied, the parent or guardian may appeal to the superintendent or designee for review of the decision by the building principals.
  - The appeal must be made in writing within ten working days of the notification (e-mail, letter, etc.) of the denial of transfer.
  - The decision on the appeal is final.

The parents/guardians are responsible for providing transportation for all students who transfer between schools, except those who qualify for a transfer based on No Child Left Behind (NCLB). Students approved for transfer based on NCLB must be provided transportation by the district.

Lack of academic effort, poor attendance, excessive tardiness, or discipline problems shall provide just-cause for the District to return a student to his/her attendance area school. Transfers of students back to their attendance area schools for any of these reasons will occur at the end of a term unless the time of transfer is mutually agreed upon by both the attendance area school and hosting school principals.

Duration of the transfer is for the designated school year only or a stated period of time of lesser duration. Acceptance of students who are the children of full-time employees will be for the duration of their schooling or until the parent is no longer an employee.