

ADMISSION OF DISTRICT TRANSFER STUDENTS

PURPOSE: To inform stakeholders of the District Transfer Admissions policy.

A student may transfer, upon written application, from the attendance area school to any other school, as long as the conditions listed below are met:

- There is space available in the receiving school as defined in regulation 2206R
- Parents/guardians agree to provide transportation for the student
- If granted a student must complete the current semester at the school to which they transfer.
- If a student desires to return to the attendance area school, they may do so at the beginning of the new semester
- Students must follow approved board policy for attendance.

The Superintendent or designee is authorized to consider for approval all transfers meeting the above criteria. The transfer option may be exercised only once at the middle/junior high school level and once at the high school level, unless there are extenuating circumstances. Transfers at the elementary level are limited to one in the primary grades kindergarten through second and one in grades three through fifth/sixth. Students who request to transfer into an available space must submit a completed application to the Transfer Office. If there are more applications than available spaces, a random lottery system will be used for selection.

Renewal of Transfers

Once a transfer has been approved and the student has attended the school to which the transfer was granted, renewal of the transfer to that school for the next school year will be automatic unless a cancellation is requested in writing by the parent/guardian. Student transfer status may be reviewed annually due to building capacity.

However, a student transitioning from an elementary to a middle/junior high school, or from a middle/junior high school, to a high school, must apply for a transfer if the student desires to attend a school other than the attendance area school for the following year.

Adopted: November 1982

Revised: January 2012

Cross Reference: 3316, Athletics
2204, Early Graduation
2614, Tardiness and Truancy