

MIDDLE SCHOOL IN-DISTRICT TRANSFER REQUEST

REQUEST SHOULD BE INITIATED THROUGH THE RESIDENT SCHOOL ADMINISTRATION

***** PLEASE PRINT LEGIBLY & FIRMLY (3 PART FORM) *****

NAME OF STUDENT _____ STUDENT ID # _____ PHONE _____ DATE _____

RESIDENT SCHOOL _____ REQUESTED SCHOOL _____

PLEASE PRINT (WILL BE USED AS A MAILING LABEL)

PARENT/
GUARDIAN NAME _____ BIRTHDATE _____

PHYSICAL ADDRESS _____ SCHOOL YEAR FOR REQUEST _____
(No PO Box Accepted)

CITY, STATE, ZIP _____ GRADE FOR YEAR REQUESTED 6th 7th 8th

My reason for requesting this transfer is: _____

I have read the policy and procedures on the reverse side of this request. *Please initial your understanding of sections 3.4.1; 3.4.2; and 3.4.2.1 pertaining to expirations of an in-district transfer.* _____ parent/guardian initials

PARENT/GUARDIAN SIGNATURE

FOR DISTRICT USE ONLY

Resident Principal's Recommendation:

Mark criteria (see INS-P012):

3.1.2.1 3.1.2.2 3.1.2.3 3.1.2.4

YES NO _____
RESIDENT PRINCIPAL DATE

Comments: _____

Comments – Must abide by the following:

- Comply with disciplinary policy.
- Comply with attendance policy and maintain 90% attendance.
- Exhibit positive behavior, work habits, & citizenship.
- Arrive and pick up on time.

Transfer may be revoked.

YES NO _____
RECEIVING PRINCIPAL DATE

Appeal Action:

APPROVED DENIED _____
SUPERINTENDENT OR DESIGNEE DATE

Comments: _____

PROCEDURE – IN-DISTRICT TRANSFER REQUEST – MIDDLE SCHOOL (INS-P012)

1.0 SCOPE:

- 1.1 This procedure outlines the criteria and process to be followed for a parent(s), legal guardian(s), or eligible student (age 18 or emancipated) to request permission for the middle student to attend a District school other than the one within his/her regular attendance boundary.

2.0 DEFINITIONS:

- 2.2 "Person in parental relationship" means an adult who has physical custody of an individual or resides in the same household as the individual, interacts with the individual daily, provides the individual with food, clothing, shelter and incidental necessities and provides the individual with necessary care, education and discipline.
 - 2.2.1 "Person in parental relationship" does not mean a person with a power of attorney or other written delegation of parental responsibilities if the person does not have other evidence of a parental relationship.
- 2.3 Resident school: The district school in a student's regular attendance boundary, which is determined by where the student's parent(s), legal guardian(s), or persons of parental relationship's residence is located.
- 2.4 Receiving school: The district school outside the student's regular attendance boundary, which the student is requesting to attend.
- 2.5 Requestor: The parent(s), legal guardian(s), persons of parental relationship's, or eligible student (age 18 or emancipated) requesting the in-district transfer.

3.0 PROCEDURE:

3.1 Criteria:

- 3.1.1 The requestor completes an in-district transfer form (INS-F004), available at their resident school, citing the reason for the request and submits the completed form to the principal or his/her designee of their resident school.
- 3.1.2 At least one of the following criteria, which are listed in priority order, must be met, in order for a student to qualify for an in-district transfer:
 - 3.1.2.1 Medical and physical conditions exists which cause one facility to be more appropriate to the needs of the student than another facility.
 - 3.1.2.2.1 If requested by the District, the parent(s) or other person in parental relationship will provide a signed request for permission to release student records information to a third party.
 - 3.1.2.2 Completion of the current school year, if a change in residence has occurred.
 - 3.1.2.3 For middle school students, the requested school is within safe walking distance of the student's home (1.5 miles).
 - 3.1.2.4 Principals of both the receiving and the sending schools and parent(s) agree that an in-district transfer will be in the best interest of the student. This decision may be predicated upon advice from medical, educational, or other professional staff.

3.2 Approval Process:

- 3.2.1 The principal or their designee of the resident school will determine if the request for transfer meets the criteria outlined in section 3.1 of this procedure.
 - 3.2.1.1 If the request does not align with the criteria, the request will be denied.
- 3.2.2 If the request meets the criteria, the principal or his/her designee at the receiving school will determine if the current student/teacher ratio and projected enrollment will accommodate adding additional students to the school.
- 3.2.3 The principals of the receiving school and the resident school will make the decision on whether or not to allow the transfer.
- 3.2.4 The resident school shall communicate the decision to the requestor.
- 3.2.5 Approved requests will coincide with first and third trimester break. Approved requests will be determined by the principals of the receiving and resident schools.
 - 3.2.5.1 On occasions when the sending and receiving principals agree that an immediate transfer is in the best interest of the student, the transfer can occur immediately.

3.3 Timeline for requesting an in-district transfer:

3.3.1 Current School Year:

- 3.3.1.1 Completed in-district transfer can be submitted to the principal or his/her designee of their resident school on or after November 1 through November 30.
- 3.3.1.2 The principals of the resident school and the receiving school will review the in-district transfer request, based on the order of receipt and will determine if the request can be approved, using the process outlined in section 3.2 of this procedure, until the receiving school determines that it no longer can accept further transfer requests.
- 3.3.1.3 The requestor will be notified by the principal or designee from their resident school no later than December 14 if their request is approved or denied.
- 3.3.1.4 The request will be reviewed as outlined in section 3.3.1.2 above and the requestor will be notified within two weeks of submitting the request by the principal or designee from their resident school of the decision to allow the transfer.

3.3.2 Following School Year:

- 3.3.2.1 Completed in-district transfer can be submitted to the principal or his/her designee of their resident school on or after March 1 through March 31 of the preceding school year.
- 3.3.2.2 The principal or designee of the resident school and the receiving school will review the in-district transfer request, based on the order of receipt and will determine if the request can be approved, using the process outlined in section 3.2 of this procedure, until the receiving school determines that it no longer can accept further transfer requests.
- 3.3.2.3 The requestor will be notified no later than April 14 by the principal or designee from their resident school if their request is approved or denied.

3.4 Expiration of an in-district transfer:

- 3.4.1 An in-district transfer, unless revoked, will expire at the end of a student's 5th grade, 8th grade, and senior year.
- 3.4.2 The requestor must submit a new request for an in-district transfer as per the steps outlined in section 3.1 of this procedure when a student moves from middle school to high school.
 - 3.4.2.1 The District will not guarantee that a student using an in-district transfer will continue within the feeder system of the receiving school.

3.5 Appeals:

- 3.5.1 If the principals' recommendation is to deny the request, the requestor can appeal the decision to the Superintendent or his/her designee.
- 3.5.2 The decision of the Superintendent or his/her designee will be final.

3.6 Transportation:

- 3.6.1 The District will not provide transportation for students on in-district transfers.

3.7 Attendance Area Adjustments:

- 3.7.1 In the event that adjustments are made to an attendance area, temporary exemptions to the in-district transfer procedures may be implemented by the Superintendent or his/her designee.