

# REQUEST for STUDENT INTRA-DISTRICT TRANSFER FORM

## Duluth Public Schools

218-336-8739

Intra-district transfers are when a student lives inside the boundaries of Duluth Public Schools, but would like to attend a different school than the one assigned by address. These requests are approved or denied based on many factors, including, but not limited to, class size, building capacity, student needs, current attendance rate, and student to teacher ratio.

- An approval or denial should be expected within 15 calendar days of form submission.
- Approved requests will be implemented either at the start of the school year or at the beginning of second semester.
- [An applicant can appeal the decision according to Policy 542 if application is denied.](#)
- Intra-district transfer requests for the following school year must be submitted prior to **February 1st**.
- Intra-district transfer requests for the upcoming school year for kindergarten must be submitted by **March 15th**.
- Second semester transfer requests must be submitted by **December 1st**.

\_\_\_\_\_  
Student's Full Name (please print)

\_\_\_\_\_  
Student's Current Grade

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Duluth, MN 55\_\_\_\_\_

I request my child transfer from \_\_\_\_\_ to \_\_\_\_\_  
Assigned School / Program Requested School / Program

### Check priority reason for request:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Sibling(s) currently attend the requested school       | <input type="checkbox"/> Student's childcare is in requested school's attendance area       |   |
| <input type="checkbox"/> New to district enrollment                             | <input type="checkbox"/> Parent workplace location is in requested school's attendance area |   |
| <input type="checkbox"/> Student is child of a staff member at requested school | <input type="checkbox"/> Spanish Immersion  | <input type="checkbox"/> Ojibwe Immersion |
| <input type="checkbox"/> Due to KEY Zone capacity                               | <input type="checkbox"/> Other _____  |   |

**NOTE:** Minnesota State High School League ([www.mshsl.org](http://www.mshsl.org)) rules regulate eligibility of students in grades seven through twelve who transfer to a school other than the one in whose attendance area they reside. If your child participates in, or plans to participate in, high school athletics/activities and you feel an eligibility issue may affect your child, please contact the school athletic director for specific information before submitting this request.

### READ BEFORE SIGNING: If this intra-district transfer is approved, I understand:

- It is my responsibility to transport the student to and from the requested school.
- The rules of the Minnesota State High School League regarding transfers between secondary schools may affect my child's eligibility for athletics and activities.
- An approved intra-district transfer expires at the end of 5th grade and the end of 8th grade. To continue attendance at a school that is not assigned by address from an elementary to a middle school or a middle school to a high school, a new intra-district transfer request must be submitted by designated timelines.
- Consistent attendance, as defined by attending 90% or more of enrolled days, must be maintained while attending requested school/program or the approved intra-district transfer may be revoked. Excused, unexcused, and partial day absences count towards the consistent attendance rate.

**Submit form to:** Enrollment Center, Duluth Public Schools 709 Portia Johnson Drive Duluth, MN 55811

\_\_\_\_\_  
Parent / Guardian Name (please print)

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

# OFFICE USE ONLY

## CONSIDERATION CHECKLIST

Is this a new to district enrollment?

YES

NO

Note any special circumstances with this new enrollment? \_\_\_\_\_

Does the student have an IEP?

YES

NO

If yes, date of special education notification? DATE: \_\_\_\_\_

Is the student identified as FIT?

YES

NO

If yes, date of FIT Coordinator notification? DATE: \_\_\_\_\_

Prior Spanish or Ojibwe Immersion enrollment?

YES

NO

Not Applicable

If yes, which grade levels and location? \_\_\_\_\_

Current Infinite Campus Chronic Absenteeism rate? \_\_\_\_\_ (Date Data Accessed: \_\_\_\_\_)

Chronic Absenteeism rate accessed in Infinite Campus; target percentage of < 10%

If bullying/harassment noted as request reason, has principal been consulted?  YES (Date: \_\_\_\_\_)  NO

Note from Principal \_\_\_\_\_

Application Notes - (If applicable, such as Immersion, IEP, FIT, or other considerations):

### APPROVED

Assigned School: \_\_\_\_\_ Assigned Grade Level: \_\_\_\_\_

Assigned Program at School (if applicable): \_\_\_\_\_

Effective: School Year \_\_\_\_\_ Semester: **One** **Two**

### DENIED *Reason for Denial:*

Building Capacity \_\_\_\_\_

Grade Level Class Size \_\_\_\_\_

Program Capacity \_\_\_\_\_

Chronic Absenteeism Rate \_\_\_\_\_

(Chronic Absenteeism Rate; target <10% as calculated in Infinite Campus)

Other \_\_\_\_\_

### *If denied: IF APPLICABLE, ALTERNATIVE PLACEMENT RECOMMENDATION*

First Recommended Alternative School: \_\_\_\_\_ Assigned Grade Level: \_\_\_\_\_

Second Recommended Alternative School: \_\_\_\_\_ Assigned Grade Level: \_\_\_\_\_

Notes for Recommendation(s): \_\_\_\_\_

Assistant Superintendent Signature \_\_\_\_\_

Date \_\_\_\_\_