

7:30 Student Assignment and Intra-District Transfer

Attendance Areas

The School District is divided into school attendance areas. The Superintendent will review the boundary lines annually and recommend any changes to the School Board. The Superintendent or designee shall maintain a map of the District showing current school attendance areas. Students living in a given school attendance area will be assigned to that school. Homeless children shall be assigned according to Board policy 6:140, *Education of Homeless Children*.

Transfers Within the District

The Harlem School District provides parents with an opportunity for their children to attend an alternate school other than their neighborhood school under certain circumstances, providing there is sufficient space in another Harlem elementary school.

Conditions of Transfer

- Transfers will only be considered if the child being transferred has a sibling currently attending the requested/receiving school.

Transfers considered will only be approved IF:

- Building and class enrollments can be maintained at an acceptable level.
- Applicants follow proper procedures, student registration is complete, and the request is made at District Wide Registration, or by the child's first attendance day, if the child is transferring into the District during the school year.
- Parents provide all transportation.
- The conduct, attendance and progress of student must be acceptable at receiving school or transfer may be revoked at any time.

Steps for new requests:

1. Parent completes the survey request and submits In-District Transfer request form during the initial District-wide Registration and completes all paperwork no later than the last day of open registration of that school year.
2. Parent registers with home school (neighborhood school) at open District-wide Registration.
3. All requests are sent to the Assistant Superintendent for Curriculum & Instruction's office for consideration.
4. Elementary principals meet with Assistant Superintendent to review enrollment numbers and determine which In-District Transfers can be approved.
5. In most cases, parents will be notified of decision within a week of the first day of school. The final approval date will depend on enrollments.
6. Renewal procedure:

Once the student has transferred to another school, they do not have to resubmit a request for transfer on an annual basis. Students may continue at the receiving school until they complete fifth grade as long as their conduct, attendance and progress are judged by the principal to be at an acceptable level. The principal will notify the parent of his/her decision to discontinue the allowed transfer.

The administration reserves the right to terminate a transfer at any time, for any reason. If students or parents fail to comply with the conditions of transfer, the student will be returned to his/her neighborhood school.

The provisions in this section have no applicability to transfers pursuant to: (1) Title I covered in Board policy 6:15, *School Accountability*, or (2) the Unsafe School Choice Option covered in Board policy 4:170, *Safety*.

Class Assignments

The Superintendent or designee shall assign students to classes.

LEGAL REF.: 105 ILCS 5/10-21.3, 5/10-21.3a, and 5/10-22.5.

CROSS REF.: 4:170 (Safety), 6:15 (School Accountability), 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children)

APPROVED: