

ADMISSIONS  
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB  
(LOCAL)

A student shall be assigned to a school in the attendance area in which he or she resides.

**Class Changes**

The campus principal shall be authorized to investigate and approve the transfer of a student from one classroom to another on that campus.

**Transfers Between Schools**

The Superintendent or designee shall be authorized to investigate and approve transfers between schools.

**Residence Defined**

For the purpose of establishing student eligibility to attend school in the District or a particular school unit in the District, residence shall be defined as the actual dwelling place that is the student's permanent or principal home to which he or she intends to return after any temporary move.

**Verification of Information**

Information relating to a student's residence shall be subject to verification by the District.

**Change in Attendance Zone**

An elementary student who moves to another District attendance zone after February 1 shall be allowed to remain in attendance at his or her current campus for the remainder of the year.

**Application**

All intradistrict transfer requests shall be initiated by the parent or guardian by completing an application of student transfer, in accordance with administrative regulations.

A transfer request shall be approved on a one-year basis only. A new request shall be submitted for approval each subsequent school year.

**Criteria for Transfers**

An intradistrict transfer request shall be considered on an individual basis under the following conditions:

1. The student is facing extenuating circumstances supported by medical, emotional, psychological, or legal documentation related to his or her welfare.
2. The student is in prekindergarten through grade 4 5 and is facing extenuating circumstances related to his or her child care needs.
3. The student is establishing a residence separate and apart from the parent, guardian, or other person having lawful control of the student. Such transfer requests shall be subject to verification of the circumstances and length of residence.

**Children of Employees**

For purposes of this policy, an employee shall be defined as a person regularly employed by the District to work at least 30 hours per week during the school year. A person who works for the District fewer than 30 hours per week or in a temporary capacity, such as

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a substitute teacher or temporary personnel, shall not be considered an employee for purposes of this policy.

A District employee may request a transfer for their child to the campus of the employee's choice. Final campus placement shall be determined in accordance with administrative regulations and upon consideration of space availability and the employee's request. An approved transfer for a student in kindergarten through grade 5 shall serve as the student's home campus throughout the elementary experience. Prekindergarten placement shall be considered separately.

**Transportation**

Except as provided by state or federal law, this policy, or other District policy, the District shall not provide transportation for transfer students.

**Revocation of Transfer**

Reasons for which the District may revoke any intradistrict transfer shall include, but not be limited to:

1. Use of false information to obtain the transfer.
2. Lack of parental support.
3. Persistent student misconduct.
4. Excessive tardiness.
5. Irregular attendance.
6. Failure by the parent to pick up the student at dismissal time.
7. Increase in enrollment so that the grade level in which the student is enrolled ceases to be in compliance with state law regarding student-teacher ratio.

Notice of the possibility for revocation shall be given upon application for an intradistrict transfer.

**Appeals**

Appeals related to the denial or revocation of an intradistrict transfer shall be made in accordance with FNG(LOCAL) beginning at Level Two.

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**Note:** For the transfer of a student who is the victim of bullying or who engaged in bullying, see FDB(LEGAL). For the transfer of a student who attends a persistently dangerous school, becomes a victim of a violent criminal offense, or becomes a victim of sexual assault, see FDE.

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