

5040R - Student Transfers

Process and Procedures

1. Initiation and Decision-Making on Transfer Requests

Parents or guardians desiring to transfer their child from the attendance area that serves their residence to another attendance area in the School District must complete a Request for Student Transfer form and submit it to the Assistant Superintendent who will make the final decision relative to the transfer request.

2. Approval of Transfer Requests

District administration will consider transfer requests based on unique and compelling information produced.

3. Timelines for Transfer Requests

Student transfer requests will be implemented either at the beginning of a school year or at the beginning of a school year's second semester. Transfer requests for the following school year must be submitted prior to ~~May 18~~ April 30th. Second semester transfer requests must be submitted by December 1st. District administration may determine exceptions to these timelines.

4. Moving to a New Attendance Area

Parents and guardians who move from one attendance area to another within the School District are requested to notify the principals involved two (2) weeks prior to the actual move. Upon enrolling in the new school, all appropriate records will be forwarded from the former school.

When a student begins an educational program in a school and his/her parent(s) or guardian(s) move to another attendance area, the student may continue to attend the school in which he/she began. Only homeless students* will receive district transportation to the school outside of their attendance area.

5. Transfer Appeal Board

The Transfer Appeal Board will be made up of one school board member, an administrator other than the Assistant Superintendent, and a community member. The Assistant Superintendent will convene the Transfer Appeal Board. Meetings will be scheduled as needed. Upon request, the Transfer appeal Board will review all transfer requests.

6. Eligibility for Co-curricular Activities Competition

Athletic ability and the preference to participate on another school's athletic team will not be considered as a valid reason for requesting a transfer of schools. To be eligible to represent a school as a member of an athletic or academic team, a student must reside with his/her parent(s) or legal guardian(s) within the boundaries of the attendance area of that school or be attending that school with a valid transfer. All participation must be consistent with MSHSL rules.

*The term "homeless children and youth" -

a) means individuals who lack a fixed, regular, and adequate nighttime residence...; and

b) includes - children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency shelters; are abandoned in hospitals; or are awaiting foster care placement.

Revised:

9-08-1981	4-19-2005
2-21-1995	1-15-2008
6-20-1995	3-17-2009
3-19-2002	4-23-2009
11-19-2002	5-19-2009
5-18-2004	7-21-2010