

District: Tupelo Public School District
Section: J - Students
Policy Code: JBCDA - Intradistrict Transfer Procedures

INTRADISTRICT TRANSFER PROCEDURES

1. Each student within the Tupelo Public School District is assigned a home school determined by the place of residence of the parents of that child. A student has priority to attend his/her home school before any other student opting to transfer from another attendance zone within the District.
2. A transfer enrollment request may be made to the superintendent or designee and will be granted only in accordance with administrative procedures outlined herein. The Board recognizes the need to balance enrollment numbers between schools as determined by student capacity, teacher unit, and/or building size.
3. Once a student transfer request is approved by the District, the student will be assigned to the school of choice for the duration of the student's program at that school. However, the District reserves the right to rescind approved student transfer requests at any time if overcrowding of facilities or other undesirable conditions develop.
4. The Board authorizes the superintendent to establish administrative procedures consistent with this policy.

Last Review Date: _____

Review History:[1/1/1900][1/1/1901]

ADMINISTRATIVE PROCEDURES

1. 1. Definitions

- a. For the purpose of this policy and procedure, "parent" means parent(s) or legal guardian(s).
- b. "Home school" or "home school zone" means the school determined by the residence of the student's parent(s).
- c. "School of choice" means the school requested by the parent in the Student Transfer Request.
- d. "Feeder school" means the elementary schools that are paired with one another for enrollment purposes.

2. Students may be allowed to transfer within the District under the following conditions:

- a. Students with handicapping conditions recommended for a program provided at a school other than the home school.
 - b. The student's parent is a full-time employee in the District at an elementary feeder school.
 - c. The student's parent is a full-time employee in the District and the transfer would place the student in a school that is in the same bus zone as the parent's work place.
 - d. An extreme hardship, including a medical condition, foster care or homelessness. Extreme hardship requests will be accepted the month of June (deadline June 30th) in the Office of Student Support Services. Approved requests will be based on the number of assigned slots deemed appropriate by TPSD.
 - e. In the event of relocation of parent(s) within the District to a new school zone, a student will be allowed to continue in the school of previous enrollment for the second grade or fifth grade only, but if a student is relocated due to redrawn school zones, the student will not be allowed to continue at the school of previous enrollment and must attend the assigned school.
3. If the number of student transfer requests exceeds the capacity of a class or grade for a school, transfer requests will be denied and notification provided to the parent. In the event that all transfer requests cannot be honored, approval will be granted based upon the date and order in which the transfer requests were received by the District.
 4. Students who move from one home school zone to another during the school year may complete that school year only at the original school of enrollment. A student whose parents plan to move to another home school zone within the District during the ensuing school year may be admitted to the new home school upon

submission of a rental, lease or purchase contract for housing within the new home school zone.

5. Having one child in a school of choice does not automatically qualify any other children within that family to transfer. It is the responsibility of the parents of a transfer student to provide transportation for their child.

Adopted Date: 6/26/2012

Approved/Revised Date: