

5040R 542R STUDENT INTRA-DISTRICT TRANSFERS

Process and Procedure

- 1. Initiation and Decision-Making on Intra-district Transfer Requests
 Parents or guardians desiring to transfer their child from their home residential attendance area to another attendance area in the School District must complete a Request for Student Intra-district Transfer form and submit it to the Enrollment Center for Assistant Superintendent approval or denial.

In addition, parents or guardians desiring to transfer their child from their attendance area school to an alternative program must submit an application Request for Student Intra-district Transfer Form. These programs are Myers-Wilkins Spanish Immersion, Lowell Spanish Immersion, Lowell Ojibwe Immersion, and Lincoln Park Middle School Spanish Immersion.

- 2. Intra-district Transfer Guidelines and Consideration
 The Assistant Superintendent will take into consideration teacher/student ratio, class size, and class space building capacity, student attendance rate, and building populations when making intra-district transfer decisions. For the purpose of transfer consideration, the following class size guideline will be used when determining transfer requests:

- Kindergarten: (24)
- Kindergarten Immersion (24)
- Grade 1 (26)
- Grade 1-2 (26)
- Grade 2 (26)
- Grade 2-3 (26)
- Grade 3 (28)
- Grade 3-4 (28)
- Grade 4 (28)
- Grade 4-5 (28)
- Grade 5 (28)

~~Middle and High School: Teacher/Student ratios, class size, and classroom space will also be considered when making transfer decisions for middle and high school students~~

- 3. Revoking Intra-district Transfer Based on Attendance
 An approved intra-district transfer may be revoked based on an attendance rate that is less than 90% of enrolled days. Excused, unexcused, and partial day absences count towards the consistent attendance rate calculation.

To consider a revocation, a school must provide documented evidence of following established notification and truancy process and procedures **to the Office of Assistant Superintendent via email, which should include a copy of the proposed revocation notification to the family.**

Upon revoking an approved intra-district transfer, the school must give in writing a five business day notice of revocation with a stated start date in the attendance area school.

- ~~3.~~ Transfer Appeal Board
 The Assistant Superintendent will convene the Transfer Appeal Board upon the request of the applicant for applications submitted by the due dates stated in the Timelines for Transfer Request. Requests submitted after the due date will not be considered until the following

semester.-The Transfer Appeal Board will be made up of one school board member and a district administrator other than the Assistant Superintendent. ~~and two community members, keeping in mind the need to maintain a balance of representation across the district. Unique circumstances may require exceptions to these timelines.~~

The Transfer Appeal Board will uphold the criteria itemized in the Intra-district Transfer Guidelines and Consideration. In addition, the Transfer Appeal Board will prioritize the information from the Request for Student Intra-District Transfer Form (542F) in consideration for their decision-making determination.

~~The priority of teacher/student ratio, class size and classroom space are of utmost importance and the Transfer Appeal Board will work to uphold these standards. The principal will be consulted by the Transfer Appeal Board to best understand the details of these circumstances before an approval. Criteria that may be considered include previous attended school, staff request, sibling attendance and student eligible for federal lunch subsidy.~~

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. The former school is responsible for forwarding all appropriate records.~~

When a student **who has been approved for an intra-district transfer** begins an educational program in a school and his/her parent(s) or guardian(s) moves to another attendance area, the student may continue to attend the approved assigned school in which ~~he/she~~ **they** began **until the end of 5th grade or 8th grade.**

It is the responsibility of the parent **or guardian** to **continue to** transport the student to and from the requested school ~~or to and from the established bus stop serving the requested school~~ **until the intra-district transfer has expired at the end of 5th or 8th grades.**

5. 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 **Minnesota State High School League (MSHSL)** rules.

6. The Term Definition "Homeless Children and Youth"

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

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