

In-District Transfer **Enrollment Information**

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.

Transfers will only be approved if:

- The child being transferred has a sibling attending the receiving school, or
- The child's attendance area school has an alternative calendar that does not work for the family, AND all of the following conditions are met:
- Class enrollments can be maintained at an acceptable level.
- Applicants follow proper procedures, student registration is complete, and the request is made at or before 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.

Requirements:

- Transfer requests must be signed and approved by the sending and receiving school principals and assistant superintendent.
- Once a transfer is approved, the student is expected to complete the school year in the receiving school unless terminated by the School District.

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

Procedures for In-District Transfer Requests

Follow these steps for new requests:

1. Register with home school (neighborhood school).
2. Pick up forms from home school (neighborhood school).
3. Home school principal signs transfer request and forwards to receiving school.
4. Receiving school principal reviews and recommends action on the transfer request.
5. Request is sent to the assistant superintendent's office for consideration or submitted at district wide registration.
6. 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.

While voluntary transfers can occur at any time, requests for an upcoming school year will follow the procedure listed above. After summer registration is complete, the receiving school principal would make a recommendation to the assistant superintendent. The assistant superintendent or the principal will inform the parent of the decision.

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 sixth 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.

**HARLEM SCHOOL DISTRICT #122
In-District Transfer Request**

Student's Name	Date	Neighborhood School	Present Grade
		Address: _____	
Parent's Name	Phone		
Request to Transfer:	FROM: _____	Beginning Date: _____	
	TO: _____	Grade: _____	
Length of time student has attended neighborhood school: _____			
Reason(s) for Request: _____			

Conditions of Transfer

Transfers will only be approved if:

- The child being transferred has a sibling attending the receiving school, or
- The child's attendance area school has an alternative calendar that does not work for the family, AND
- Building and class enrollments can be maintained at an acceptable level (*25 or less per class*).
- Applicants follow proper procedures.
- Parents provide all transportation.
- The conduct, attendance and progress of student must be acceptable at receiving school or transfer may be revoked.

Requirements:

- Transfer requests must be signed and approved by the sending and receiving school principals and assistant superintendent.
- Once a transfer is approved, the student is expected to complete the school year in the receiving school unless terminated by the School District.

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

I HEREBY REQUEST A TRANSFER AND AGREE TO FULFILL THE TERMS OF THE TRANSFER.

Parents Signature: _____ Date: _____

The final approval date will depend on enrollments. *In most cases*, new requests will not be approved until after the start of the school year.

APPROVAL --- OFFICE USE ONLY

Registration Complete Fees Paid

Step 1. Neighborhood School: _____ Approval Recommended ___ Denied ___
Date Recv'd. Principal's Signature

Step 2. Receiving School: _____ Approval Recommended ___ Denied ___
Date Recv'd. Principal's Signature

Step 3. Assistant Superintendent _____ Approved ___ Denied ___
Assist. Superintendent's Signature Date

