

542 INTRA-DISTRICT TRANSFERS

I. PURPOSE

To establish the process and criteria for students to request attendance at a school or program within the District other than their assigned attendance boundary school.

II. DEFINITIONS

An intra-district transfer is defined as when a Duluth Public Schools student who is enrolled at their attendance boundary school requests to attend a different school or program within the District other than the one assigned by address.

III. GENERAL STATEMENT OF POLICY

The intent of the intra-district transfer policy is to minimize disruption of the education process for the student by maintaining continuous attendance in a school setting with peers. The District is committed to providing students with appropriate learning options that enable them to establish and maintain a successful educational plan.

Approval of Intra-district Transfer Requests

The Assistant Superintendent will allow or deny a transfer request after careful consideration of the application information. Decisions will be guided by School Board Policy, District regulations, teacher/student ratio, class size, building capacity, student attendance rate, and building populations. Administration may determine exceptions to these considerations based on special circumstances. The Assistant Superintendent will make the final ruling on an intra-district transfer request. Transfers not approved by the Assistant Superintendent may be appealed to the transfer appeal board.

Each school year requires extensive advance planning relative to projected enrollments, curriculum offerings, and staffing for each building. Approval of intra-district transfers from one building to another within the school district will be limited to reasonable requests following designated timelines.

The transfer of a student from one school attendance area to another within the School District may be initiated by the student (18 years of age), by either a parent or guardian, by a school team, or by the principal.

Continuation of Approved Education Intra-district Transfer

The student may complete all grades contained in the school to which they have transferred. To continue attendance from an elementary to a middle school or from a middle school to a high school, completion of a new intra-district transfer request will be submitted to the Enrollment Center for Assistant Superintendent approval or denial by the due date.

Timelines for Intra-district Transfer Requests

Student intra-district transfer approvals will be implemented either at the beginning of a school year or at the beginning of a school year's second semester. Administration may determine exceptions to these timelines based on special circumstances. Intra-district transfer requests for the upcoming school year must be submitted prior to February 1st. Second semester intra-district transfer requests must be submitted by December 1st. The only exception to the standard deadlines is by March 15th for kindergarten enrollment for the upcoming school year.

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