

+5040-542 TRANSFERS WITHIN THE SCHOOL DISTRICT 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 **his/her** **their** peers. The **School** 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 classroom space, 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 ~~a-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 School's Supportive Services Team (SST), by the Special Education Child Study Team (CST), or by the principal.**

Continuation of Approved Education **Intra-district** Transfer

The student may complete all grades contained in the school to which **he/she 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 **must will need to** be submitted to the **Enrollment Center for Office of the 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 April 30th. 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. ~~Administration may determine exceptions to these timelines.~~

Adopted: 09-08-1981 ISD 709

Revised: 02-21-1995

06-20-1995

03-19-2005

05-17-2005

02-12-2008

12-16-2014 ISD 709

~~5040 1 of 1~~

~~Duluth Public Schools ISD 709 | 215 N First Avenue East | Duluth, MN 55802 | (218) 336-8752~~