

## ~~+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 30<sup>th</sup>~~. Second semester **intra-district** transfer requests must be submitted by **December 1<sup>st</sup>**. 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.~~

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