

## **Administrative Guidelines for Board Policy 5111 Section E pertaining to In-District Student Transfer**

The school maintains an open enrollment policy. Although students are expected to attend the school in their own attendance area, generally in-district transfers or a change of an original assignment to a school may be approved if, in the judgment of the principals of the transferring and receiving schools and central office administration, staffing levels (including current school year and subsequent school years), and student groupings are not adversely affected. A student's residency in an attendance area is determined by the residency of one of the student's parents/guardians or host family, not by simple ownership of property.

A parent or guardian who wishes to enroll a child as a student in a school outside of the attendance area in which the student would otherwise attend may make application using the form which is available on the District website. Requests for transfer will not be considered unless the online form is completed.

Applications for transfer for a school year will be accepted at any time before that school year begins. However, in order to preserve a right to appeal a transfer decision to the Transfer Appeals Committee using the process described below, a transfer request must be made by May 1 of the preceding school year. If a transfer request is made after May 1 of the preceding school year, the request may be granted if it otherwise is permissible under this guideline; but if the request is denied an appeal of the decision will be heard by the Transfer Appeals Committee only where one of the following conditions is met:

1. The family can demonstrate that its primary residence has changed after May 1; or
2. The family can demonstrate that an emergency condition involving student safety has arisen after May 1

Transfer requests may be approved or denied at any time after May 1, although due to fluctuations in enrollment final approval **may** be withheld until after August 15.

Decisions regarding transfer requests will be evaluated using staffing levels as the primary consideration. When determining the availability of staffing capacity in a building, administration shall use the currently operable Board of Education direction regarding staffing levels being careful to provide staffing capacity for future enrollees that live in the schools' attendance area.

In the event staffing levels allow for the transfer, preference will be provided to students with a sibling currently attending the school. If staffing levels do not allow, siblings will not be granted the requested transfer.

The Superintendent shall appoint a Transfer Appeals Committee to review any appeals of transfer requests that have been denied. The final decision for appeal rests with that committee.

The Transfer Appeals Committee may grant transfers regardless of staffing levels if a compelling reason exists that would benefit both the student and the District, although such requests will rarely be granted unless staffing levels allow. Transfers granted under this provision of Administrative Guidelines will be based on the professional evaluation and opinion of the Transfer Appeals Committee.

A student who currently attends one GPPSS school and moves to a different attendance area in GPPSS during a school year shall be permitted to complete the school year in the school building in which he or she began the school year. Upon conclusion of the current school year, if the student has two or fewer years remaining to complete in that school, he or she will be permitted to remain at that school until completion without applying for transfer. If the student has more than two years remaining in that school, he or she shall attend the school that corresponds with the location of the new residence. The student may seek a transfer to stay in his or her original school under the provisions for student transfer guidelines listed above.

Reasons for student transfers to be granted do not include legacy of the parent, the family or distance from the requested school.

Typically, transfers will only be considered for future school years and not mid-year. Typically, a transfer request that has been denied will not be considered again within the next school year.

Upon approval of an application for transfer, the student will be permitted to remain at the newly approved school for subsequent school years, with yearly review, without reapplication unless it is necessary to make adjustments due to such factors as District staffing, student groupings, discipline infractions, or other contingencies. The District reserves the right to rescind any previously approved transfer at any time.

Once a student has completed the highest grade at the level for which the transfer request has been approved (elementary or middle school), the student is expected to return to his/her home school at the next level (middle or high school). Parents or guardians so desiring must make application for transfer to the new school at the next level.

Transportation to and from the new school will be the responsibility of the parent or guardian.