

Final Revisions to BOE Policy 5111 Enrollment Approved by the BOE on 10/14/19

Transfers (In District)

As a general rule, students will attend the school in their own attendance area.

Notwithstanding this general rule, transfers may be granted at the high school level in rare cases when a best effort has been made by the family and school to ensure that the safety or educational needs of the student cannot be met in the current school.

Transfer requests at the high school level will ordinarily only be considered for the beginning of the 9th grade and with the understanding that the student will stay at that high school throughout the high school years.

Upon approval of a transfer, the student will remain at the newly approved school unless it is necessary to make adjustments due to discipline infractions or other contingencies.

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

Given the reconfiguration plan being implemented at the elementary and middle school level for the 2020-21 school year, no transfers will be granted at the elementary or middle school level.

The Superintendent shall establish procedures for processing transfer requests.

Transfers for Siblings of Students in Specific Programming:

In the event a student is placed/accepted into a program that is designed for a select group of students and that program is offered at limited buildings (i.e. magnet or categorical classroom), the family may request a transfer for a sibling to join that student at the new building. A decision on such a transfer will be made based on class size capacity at the building

Proposed AG 5111 Re Transfers

Assignment to Schools or Transfers In-District

Students normally attend the school in their attendance area. 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 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 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. 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 their new residence.

High School Student Transfers

On rare occasions, a transfer to the other high school may be permitted to allow a student to attend a school other than in his or her attendance area. Student safety and/or the student's educational needs will be the only bases that a transfer will be considered. The following will not serve as a consideration or basis for a high school transfer:

- Legacy of the family
- Presence of a sibling or other family member at a specific school
- Proximity to a school
- A specific educational program that is only offered at one school
- Creation or maintenance of student friendships
- Any other reason that is not based on student safety and/or the student's educational needs

A parent or guardian who wishes to enroll a child as a student in a high school outside of the attendance area in which the student would otherwise attend shall pursue the following process:

Step 1. The family will meet with the principal of the school from which the transfer is sought. At this meeting, the family shall explain their reason for seeking a transfer.

Step 2. The family will meet with the principal of the proposed new school to determine what steps can specifically be taken at this new school that would better ensure the safety and/or better meet the educational needs of the student.

Step 3. The Superintendent shall appoint a High School Transfer Request Committee to review any transfer requests. The committee shall be composed of both central office and building level administrators. The final decision regarding a transfer rests with this committee. The committee shall provide the family an opportunity to present information to support its request, although a hearing is not required. In making a final decision, the High School Transfer Request Committee shall consider both the safety and the educational needs of the student, as well as any input from the two schools involved following the Step 1 and 2 meetings. If the Transfer Committee concludes that the student's safety will be better ensured or educational needs of the student will be better met by the requested transfer, the Committee shall then consider the staffing levels at the receiving school building, using the currently operable Board of Education direction regarding staffing levels while being careful to provide staffing capacity for future enrollees that live in the schools' attendance area.

Typically, high school transfers will only be considered for future school years and not mid-year. Typically, a transfer request that has been denied will not be reconsidered until 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.

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