

STUDENT TRANSFERS

Students will attend the schools designated by the School Board to serve the area in which they reside unless special permission is granted by the Division Superintendent or designee for students to transfer to schools outside their attendance zones.

Transfer requests shall be made in writing to the Division Superintendent, and shall provide the reasons and any substantiating documentation for the transfer request.

To be approved, a transfer request must be based on a valid need taking into consideration the constraints of the school, grade level, and classroom capacities and/or program or curriculum availability, and the behavior of the student. Transfer requests for students who require special programs will only be considered if the required services are available at the requested school.

Conditions for Approved Student Transfers

1. Student transfer requests are approved for the current school year only.
2. Transportation to and from school is the responsibility of the parent or guardian and is at the parent or guardian's expense.
3. Transfer approvals can be revoked at any time.

Appeals of Transfer Decisions

A parent, guardian, or student 18 years of age or older may appeal a denial of a transfer request to the School Board. An appeal must be in writing and received by the Division Superintendent within 15 calendar days of the date of the notice denying a student transfer.

ADOPTED: June 26, 2008

REVISED: July 16, 2008