

Student Assignment to Schools Within the District

Best educational practice and school building capacities limit the number of students attending each school. While the USD 231 Board of Education provides comparable educational programs and curriculum among all schools, it is understood that circumstances do exist necessitating a request for student transfer to a school out of their attendance area.

In order to protect the educational needs of each student and to give appropriate consideration to class size and building enrollment limits, the following guidelines are provided. Designated attendance areas for all schools shall be established by the Board of Education. Students residing within the attendance area of a school shall attend that school, except as otherwise provided by policies of the Board of Education.

Considerations

Students shall attend the school designated for the attendance area in which the student resides. Under exceptional circumstances, however, a student may be permitted to transfer to a school outside of the student's attendance area. A USD 231 student may apply to the Board of Education for permission to attend a school other than the one identified as being their school of residency based upon the following exceptional circumstances:

- Family move
- Request from a Governmental Entity or Social Service Agency
- Family hardship
- Special programs
- Exceptional psychological or health reasons
- Administrative placement

Explanations of Reasons for Request

The following reasons for request will be considered when determining if a "Intra-District Transfer Request" will be approved. In all cases, students must be in good standing.

- **Family Move**
 - This provision is intended for students whose parents move during the regular school year into the attendance area of another school within the school district. Upon approval, the student may remain enrolled until the end of the regular school year at the school in which the student was enrolled immediately prior to the move.
- **Request from a Governmental Entity or Social Service Agency**
 - This provision is intended for students when a request from Juvenile Court, Division of Children and Families (DCF), a mental health center, etc., suggests the transfer will improve the student's educational welfare and the receiving building has the capacity to accommodate the student's needs.

Explanations of Reasons for Request (Cont.)

- **Family Hardship**
 - This provision is intended for students who experience family hardships such as dissolution of the family unit by divorce, placement of a student outside the home, or other special circumstances involving changes of family structure. Childcare needs (for elementary grade students only) may be considered when the transfer is in the best interest of the student and the school district. In cases involving childcare, the District may determine an appropriate amount of time for making other childcare arrangements.

- **Special Programs**
 - This provision is intended for students who will benefit from special curricular programs that are only available in limited/designated school sites.

- **Exceptional Psychological or Health Reasons**
 - This provision is intended for students who request a transfer on the basis of extraordinary psychological or health-related circumstances. As supportive evidence, the District may require a report (which includes the reasons for and benefits of the transfer) prepared by a licensed mental or medical health professional with extensive knowledge of the student and the circumstances surrounding the request.

- **Administrative Placement**
 - This provision is intended for students when, in special circumstances, the Superintendent of Schools or his/her designee (transfer committee) may place a student in a school other than the school he or she would attend under Board of Education policies. Such placement may be made after consultation with student's parents or guardians, sending and receiving principals, and other school personnel.

****It is important to note that approval, regardless of "Reason for Request", is not guaranteed.***

Process

To be considered for an intra-district transfer, the parent or legal guardian must complete and submit to "Intra-District Transfer Request" form, including all necessary documentation.

After the Clerk of the Board of Education receives the "Intra-District Transfer Request" form and the supplemental material from the parent or legal guardian, the Clerk will forward the application to the principal of the proposed attendance center for the student/family requesting transfer. After the principal has made his/her recommendation, the form will be forwarded to the Educational Services Department for committee review.

If approved by the committee, the student shall be transferred admitted on a per-semester basis. This is a voluntary arrangement between the parent/guardian and the school district and shall be reviewed bi-annually. The parent or legal guardian must complete and re-submit to the Clerk of the Board of Education an "Intra-District Transfer Request" form on an annual basis. **Approval is not guaranteed** and the **District will consider availability of space and other factors, including, but not limited to, academic progress, attendance, and student behavior/discipline records in making a decision on the application.**

Process (Cont.)

Due to a continued increase in enrollment in the Gardner Edgerton School District and concerns regarding space-availability in district schools, the District will determine annually whether any new requests, or renewal of requests, for a transfer within the school district will be accepted/renewed for the upcoming school year.

Special Circumstances

If any adult guardian with whom a student **permanently resides** is in the process of moving into or out of the Gardner Edgerton School District or if an individual's employment status with the Gardner Edgerton School District should change, temporary enrollment of such student on a non-resident basis shall be permitted for a period of time not to exceed completion of the current academic semester. A student whose guardian(s) move outside the district boundaries during the student's junior year may be permitted to remain enrolled his/her senior year, providing the student has completed the first semester of the junior year prior to the time of the move and remains a student in good standing. For those moving into the district, proof of in-district residence (e.g., sales contract, rental agreement) must be provided with the application.

Notes

- For the purpose of this policy, a student's legal residence shall be determined in accordance with the state statute, K.S.A. 72-1046.
- Provision of this policy shall be applied uniformly to all students regardless of race, creed, color or national origin.
- A separate form is required for EACH student.
- Requests are considered on the basis of class sizes, future enrollments, and the student's attendance, academic progress, and conduct.
- The request is valid for one year only and may not be renewed due to class size increases (crowded conditions) or if the student does not fulfill the necessary academic progress, attendance, and conduct requirements.
- When applicable, students who do not re-apply for an intra-district transfer will be returned to their school of residency in Skyward, based on current address.
- Students/families who are delinquent as it relates to paying fees will not be approved for transfer until fees are paid.
- If a transfer is approved, transportation **WILL NOT** be provided by the district.
- **Approval, regardless of "Reason for Request", is not guaranteed.**
- **USD 231 reserves the right to cancel, revoke, or rescind approved requests at any time.**