

STUDENTS**Transfers – Intra-district**

The assignment of students to a school attendance zone shall be made on the basis of residency of students. Boundaries for the various schools may be readjusted from year-to-year in order to comply with class-size requirements. Transfers to a school, other than the designated attendance area will be considered upon request by parent or guardian under the following conditions:

1. The change appears to be in the best interest of the student.
2. Transportation for transferred students is the responsibility of the parent.
3. The change is determined to be in the best interest of the school district.
4. Space is available in the desired school.
5. The request has been made before March 1 for the following school year. (Except in the case of the change of residence within the district after the posted date).
6. Documentation of the stated reason is provided.
7. Transfers may be reviewed on an annual basis and may be revoked when:
 - The basis for the transfer no longer exists.
 - The transfer does not appear to be in the best interest of the student, or
 - The transfer is not in the best interest of the school district.

The superintendent will make the final determination on intra-district transfer requests.

The following criteria, or reason, will be considered for transfer requests:

1. A student requires a course of study not offered at the school.
2. A student has an emotional or medical condition which would be adversely affected by a move to another building and the condition is verified by a psychologist's or physician's statement.
3. A change of environment for the student has been recommended by the court, police officer, juvenile court counselor, Department of Human Services counselor, or school administration.
4. An employee wishes to enroll his or her child at the school where employed.
5. A student attending a non-attendance zone school due to class size must attend the home school the following year.
6. A student who moves to a new attendance zone during the year may complete the school year at the previous school, but will need to apply for a transfer next year.

Transfers are granted for one year only and will be reviewed each year.

Transfers may be revoked when the reason for which it was granted no longer exists or it is no longer considered to be in the interest of the student or of the school district.

Transfers may be revoked during the school year for problems arising from poor behavior and poor attendance.