



BELLOWS FREE ACADEMY/NCTC
FAIRFIELD CENTER SCHOOL
ST. ALBANS CITY SCHOOL
ST. ALBANS TOWN EDUCATIONAL CENTER

Procedure



PROCEDURE: ELEMENTARY SCHOOL IN-DISTRICT TRANSFER

CODE: C54P

Philosophy

Acknowledging that the goal of our schools is to provide the best possible education to each child by utilizing all the resources available to us, a system allowing student transfer among the three elementary schools within the MRUSD will be implemented in accordance with the parameters outlined.

Definitions

Transfer:	Enrollment in one of the three MRUSD elementary schools – Fairfield Center School, St. Albans City School, and St. Albans Town Educational Center – other than the school of residence.
Elementary:	Grades K – 8
Sending school:	The home school of a participating student
Receiving school:	The school chosen by a participating student
Eligible student:	Any elementary student residing in the MRUSD
Transfer student:	A student that is participating in this program and is attending a receiving school, which is not in the student’s home school attendance area.
School of Origin:	The first school in MRUSD in which a student enrolled (based on residency). Unenrollment from MRUSD resets to the residence in which you live currently.
School of Residency:	The school for which a student’s residence is zoned.

Implementation of in-District Transfer Program

Maple Run Unified School District shall permit students to attend an in-district elementary school other than their home school based on residency, with the following limitations:

1. MRUSD shall permit up to ten (10) students per year to attend an elementary school that is not their school of residency. **Note:** on July 19, 2017, the MRUSD Board approved a motion to expand the Elementary Student Transfer Program to allow children of district employees who live in the district to apply for transfer and it will not count against the quota.
2. If more than the agreed upon number of students wish to transfer from a sending school or to transfer into a receiving school, siblings of currently enrolled students will

be given priority, after which a lottery system, as developed by the superintendent, shall be employed. **Note:** The District believes in keeping siblings together whenever possible, so when siblings **apply** for the transfer and one is selected, all siblings who have applied are considered to have been selected, providing there is room in the grade at the school of choice. (See # 6) Younger siblings must apply when ready to enter school and will be given priority.

3. The district believes in keeping siblings together as much as possible if the resulting transfer of a second sibling for that year allows all siblings to attend the same school. Sibling status for priority of transfer will be in effect. Siblings still must apply to transfer by the deadlines.
4. The lottery system shall allow students not selected for admission at the elementary school of their choice to participate in a second-choice lottery if spaces become available.
5. Students must be eligible for enrollment in their home school attendance region to be eligible for enrollment in this school transfer program.
6. In-district transfer students must be accepted on a nondiscriminatory basis.
7. In-district transfer requests may be denied if the requested transfer would have negative impacts on class size.
8. Each in-district transfer student shall be assured the opportunity for enrollment in that school until matriculation to 9th grade for as long as the student continues to reside in the MRUSD.
9. If, at any time, the student wishes to return to his/her home school for the next school year, the superintendent must be notified.
10. Students participating in the in-district transfer program do not need to reapply for subsequent years.
11. Transportation is the responsibility of the student's family and will not be provided. Parents must maintain transportation and regular attendance in the enrolled school.
12. Requests for consideration must be made in writing – by completing appropriate application documents – by April 15. The requests will be considered based on impacts outlined in number six (6) above or considering any other extenuating circumstances. The superintendent will make decisions regarding an application by May 30, and caregivers of students who receive lottery slots will be notified in writing after the decision has been made. Decision of the superintendent is final.
13. Students who participate in this program and attend a different elementary school than their home school of residence will be expected to remain at the new location through the remainder of that school year unless there are extenuating circumstances to be considered by the superintendent. Decision of the superintendent is final.
14. These protocols are in no way intended to apply to mid-year request for transfer of students. The superintendent may consider such requests if student well-being is in

question. Otherwise, requests for in-district transfer must be limited to the end of school year application process and start of school year transfer timeline.

15. If a student's family moves to another municipality in the school district, they will have the option of staying at their school of origin or transferring to their new school of residence. Relative to transportation, see #10.