



Board Policy Document

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Within District Transfer Requests

Parents, guardians and/or legal custodians of District students may request a transfer for their child(ren) to a different attendance center for one of the reasons hereinafter listed. Transfers may be granted only if classroom space is available at the attendance center for which the transfer is requested. Within-district transfers may be denied at the elementary level when projected enrollments exceed an average of 24 students per class in grades K-2 and 28 in grades 3-5 of the selected attendance center. If space is available, within-district transfers may be granted only (1) to accommodate child care arrangements (only K-5) (2) for bona fide health or safety reasons (3) to ensure continuation of education through a particular attendance center; (4) to enable younger siblings to attend the same attendance center (when both students will be in attendance at a building in the same year); or (5) upon administrative initiated recommendations.

Applications

Parents, guardians and/or legal custodians wishing to apply for an exception for their child must make a written application to the District using procedures established by the Superintendent. The District retains the sole discretion to approve or deny within-District transfer requests.

Duration/Revocation of Permits

If approved, the student will be granted a permit which will allow them to remain in the new attendance center for the remaining grades offered at that center unless the transfer permit is sooner revoked. Transfer permits may be revoked due to discipline or attendance problems. A recommendation for revocation of a transfer permit must be approved by the Superintendent's designee.

Transportation

First Adoption: July 12, 1994 2  
Revision Adoption: July 23, 1996/March 24, 1998/June 23, 1998/January 20,  
2004/May 11, 2004/August 11, 2008  
Legal Reference: Iowa Code 279.11; 281 Iowa Administrative Code, Chapter  
33, et seq.; McKinney-Vento Act, 42 U.S.C. § 11431, et  
seq.; No Child Left Behind Act, Title X, Part C, § 1032, et  
seq.

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Students permitted to transfer within the District will not be provided transportation by the District to the approved attendance center (or reimbursed). (This provision does not apply to those transfers granted pursuant to the No Child Left Behind Act school choice policy of the District, or if required by the Individuals with Disabilities Education Act, the McKinney-Vento Homeless Education Act, or other state or federal laws or regulations).

Appeals

Appeals of District decisions under this policy may be made following procedures established by the Superintendent.

Refer to Board Policy 503.6 for Interscholastic Activity Eligibility.

Refer to Board Policy for School Choice procedures pursuant to the NCLB.

\*This policy is to be read consistently with other within-district transfer policies, including but not limited to, the School Choice policy pursuant to the No Child Left Behind Act and the district's other obligations pursuant to the Individuals With Disabilities Education Act and other federal laws and regulations.

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