

Board Policy Document

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## STUDENT PERSONNEL

### *Series 500*

**Policy Title:        Within District Transfers**

**Code Number:      AR501.8**

#### ***Application Procedures***

#### Definitions:

Within-District transfer. Any transfer from one school within the district to any other school within the District, within-district transfer does not mean a transfer from a school in the district to a school in a different district nor does it mean a transfer pursuant to this District's School Choice Policy pursuant to the No Child Left Behind Act nor any transfer required by the Individuals with Disabilities Education Act.

#### Application/Procedures

Transfer Request Forms may be obtained at the child's school of attendance or from the Education Service Center at 1221 Pierce Street. The Transfer Request Form should be completed by the parent(s), legal custodian(s) and/or the guardian(s) of the student, who shall also be responsible for obtaining the signatures of the Principals of the sending and receiving schools prior to submitting the completed transfer request form to the Student Support Services Department at the Education Service Center, 1221 Pierce Street. All Transfer Request Forms will be date-stamped upon receipt and the administrator responsible for processing transfers will act on the requests. Schools or portions of schools may be closed to within-district transfer to maintain ratios relative to the District's desegregation guidelines, or because of insufficient classroom space. The parents, legal custodians and/or guardians and the Principals of the sending and receiving schools shall be notified in writing as to the decision of the District.

First Adoption:        April 28, 1987

Revision Adoption:   July 23, 1996/March 24, 1998/May 11, 2004

Legal Reference:

Board Policy Document

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Appeal/Procedures

Appeals may be made, in writing, by the parent(s), legal custodian(s) and/or the guardian(s), to the Assistant Superintendent within two weeks of the date of notification that the application for transfer has been denied. The Assistant Superintendent shall notify the parent(s), Legal custodian(s) and/or guardian(s) of their decision in writing. Following an adverse decision by the Assistant Superintendent, an appeal may be made in writing to the Superintendent. An appeal must be made in writing within two weeks of the date of the Assistant Superintendent's notification to parent(s), legal custodian(s), or guardian(s), of the adverse decision. Appeals at the Superintendent level will be heard by the Board Policy Committee, whose decision shall be considered the final decision of the District.