

## **Transfers**

### *Section 3000 - Students*

## **Transfers**

Students are required to attend the school designated for the geographic attendance area in which they reside.

Students requesting a transfer to another school within the district will submit their request in writing on the district's Transfer Request Form. Families who are unable to complete the form in writing can seek assistance from the District Enrollment Office. Prior to submitting the transfer request to the District Office, parents/guardians will consult with the building principal of the school to which the student desires to transfer out of, and obtain their signature that the consultation occurred.

Upon receipt of the transfer request, the Enrollment Director will consult with the principal of the current school and the school to which the student desires to transfer to determine:

- Whether space is available in the grade level or classes at the building in which the student desires to be enrolled;
- Whether appropriate educational programs or services are available to improve the student's condition as stated in requesting the transfer; and
- Whether the student's transfer is likely to create a risk to the health or safety of other students or staff at the new building.
- If approved, determine an appropriate date for the transfer to occur.

Parents will be notified when their transfer request has been approved/denied. If approved, families will be provided a date for the transfer to occur, and an opportunity to consult with the principal of the school to which the student desires to transfer.

## **Transportation**

Transfer students may arrange to utilize District transportation under the following conditions:

- Students may access existing bus stops serving their assigned school.
- The student's childcare falls within the assigned school boundaries.
- The parent/guardian is responsible for ensuring transportation to the existing bus stop, childcare, or alternative address.

**Adoption Date:** 3/24