

# Mount Shasta Union School District

## Student Placement/Transfer Request



595 E. Alma Street

Mount Shasta, CA 96067

[www.mountshastausd.com](http://www.mountshastausd.com)

### **Board Members**

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**Mount Shasta Union School District Superintendent, Ms. Tami Beall**

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**STUDENT PLACEMENT REQUEST/TRANSFER**

The Governing Board directs, with respect to student placement requests by parents and/or guardians for a child enrolled in the Mount Shasta Union School District, the following guidelines be followed:

1. The district will attempt to honor requests but the final decision on any student's placement must remain with the district to insure balance within the classroom. Parents and/or guardians must understand that such requests may be honored as a courtesy to the parent.
2. Parents and/or guardians who are interested may fill out a request for class placement reflecting teacher, team or teaching style using the request form

**STUDENT PLACEMENT REQUEST/TRANSFER**

Student Placement Request Process

1. Parents and/or guardians making a request must indicate a first and a second choice reflecting teacher, team or teaching style. A reason must be given for such a request on the request form.
2. Request forms may be obtained in each school office. Forms must be returned no later than June 1.
3. Classroom observations will only be scheduled through each school office and completed before June 1. Observation guidelines are available in each school office.
4. Parents and/or guardians making requests must realize that individual teachers may change grade levels.

Criteria for Determining Class Assignments

1. When assigning students to specific classrooms, the Superintendent or designee shall strive to provide equal consideration to all students in order to establish the best possible learning environment. Insofar as possible, our first priority will be balanced classrooms. Students should be grouped heterogeneously with careful consideration given to ability. Behavior should also be considered.

Priorities:

- 1<sup>st</sup> Academic balance of ability/performance
- 2<sup>nd</sup> Class Size
- 3<sup>rd</sup> Gender
- 4<sup>th</sup> Balance of students with special needs
- 5<sup>th</sup> The Superintendent or designee may accept student placement requests, which would be helpful in making placement decisions. However, parents/guardians who provide such information shall be informed that requests for a specific teacher shall be used as only one of many determining factors, which must be taken into account.

2. No requests will be considered after the June 1 deadline.
3. Placement for a multiage class is ongoing for the 2-3 year span of that class, unless otherwise requested.

Transfer Request Procedure

1. Written parent request for transfer submitted to school office.
2. Conference with parent and current teacher.
  - a. Site administration notified of results of meeting in writing.

## Students

AR 5112.7 (b)

3. Written grade level agreement is required before a student is transferred from one class to another in order to assure balanced class sizes will be maintained with the grade level.
4. In the event a grade level agreement is not reached, an SST meeting must be convened within 15 days to resolve the proposed transfer (SST setup by current teacher).
5. If transferred, a student may be moved to the class with lowest enrollment, with consideration to balance and behavior concerns.
6. If no resolution is reached, the site administrator will evaluate the recommendation of the SST meeting and render a decision. Reason for approval/disapproval will then be submitted in writing to the Superintendent.
7. If no resolution is reached, parent may contact the Superintendent (in writing).
8. Superintendent will review the process, evaluate the recommendation and render a decision.
9. If no resolution is reached after Superintendent's decision, parent may initiate the district's complaint procedure.

Step 1: Filing of Complaint (written) to Superintendent/designee.

Step 2: Mediation with Compliance Officer

Step 3: Investigation of Complaint by Compliance Officer

Step 4: Response from Compliance Officer

a. Appeal to Board

Step 5: Final Decision of Board

a. The decision of the Board shall be final.

**STUDENT PLACEMENT REQUEST FORM**

Understanding that the final decision as to the placement of my child with a specific teacher, team or teaching style will remain with the school. I hereby request your consideration of the following placement:

\_\_\_\_\_ Child's Name \_\_\_\_\_ Current Grade

**Teacher assignments are subject to change.**

\_\_\_\_\_ First Choice \_\_\_\_\_ Second Choice

\_\_\_ Yes \_\_\_ No \* **If multi-age is available I am interested in this placement for my child.**

Please check the box that identifies the basis of your decision:

- { } Child's Learning Style
  - { } Conference or Visitation
  - { } Taught my older child(ren)
  - { } Other, please explain: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Required: Express specifically how this request will benefit your child sufficiently to justify the request. Please no negative, personal comments.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Parent Signature

Insofar as possible, our first priority will be balanced classrooms. Consideration will be given to:

- 1st Academic balance of ability/performance
- 2nd Class Size
- 3rd Gender
- 4th Balance of students with special needs
- 5th The Superintendent or designee may accept placement requests which would be helpful in making placement decisions. However, parents/guardians who provide such information shall be informed that requests for a specific teacher shall be used as only one of many determining factors which must be taken into account.