

INTRA-DISTRICT TRANSFERS

Intra-District transfers must be approved by both the sending school and receiving school. The transfer request is to originate with the school the student currently attends. Once approved, this becomes the student's school until the student transitions to a new grade level (Intermediate or High School).

The reasons for intra-district transfer are:

- Response to legal documentation (e.g., restraint/custody order documentation is required).
- Response to medical documentation (e.g., doctor documentation is required).
- As part of an official resolution involving a formal complaint over a dispute (e.g., district documentation is required).

Note: If a student placement results in a student being assigned to a school other than the neighborhood school (e.g., capacity or the reasons listed above) the assigned school will work to honor any request for siblings to attend that school.

- If openings at the neighborhood school become available, the student that was displaced will have a choice to return.
- Siblings of the displaced students will have an opportunity to return to the neighborhood school if space is available.

APPROVED: August 10, 1993

REVISED: February 11, 1997
December 17, 2001
February 23, 2004
February 25, 2008
March 23, 2015
March 14, 2016