

DISTRICT ATTENDANCE AREAS AND STUDENT TRANSFER

DATES (Adopted/Revised)	GUIDE WORDS
Adopted January, 1975 Revised January, 1976 Revised July, 1986 Revised November, 1990 Revised August, 1993 Revised March, 2000 Revised January, 2001 Revised April, 2001 Revised July, 2001 Revised January, 2002 Revised December, 2004	Attendance Boundaries Non-Resident Transfer

ATTENDANCE AREAS

- A. Each building administrator will have in the school office a description of the boundaries of that school's attendance area and the boundaries of those school attendance areas adjoining it.
- B. Before a student is permitted to register at a school, records will be checked to verify that:
1. The student resides with his/her legal custodial parent or legally appointed guardian.
 2. The student has given the correct street address of his or her residence. P.O. Boxes or route numbers are not to be used unless there is no street address. In the event the address is a P.O. Box or a route number the place of residence shall be identified relative to roads/and or intersections, etc.
 3. The residence is in the school's attendance area. If during the preceding school year, the student lived with a different custodial parent or guardian and attended school outside the registering school's attendance area, the student's residence or domicile for the purpose of determining attendance area shall be deemed to be the domicile or residence of the parent or guardian with whom the student lived during the previous school year.
 4. The student has been properly transferred to the school from another attendance area or district.
- C. Students who enroll without authorization or due to false information in a school will be required to transfer immediately to the school serving their attendance area and parents will be notified.

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CHANGE OF ATTENDANCE AREA BOUNDARIES

When the boundary of an attendance area is changed, secondary students residing in the changed area may elect to remain in the school of current enrollment until completing that level of education. Level of education refers to grades 7-8 and grades 9-12.

STUDENT TRANSFER

A. Overcrowded Conditions

Overcrowding occurs when building or classroom capacities are exceeded. Building capacity is determined by considering the number of regular teaching stations and considering the provision of twenty-six (26) square feet of usable space for each student in the regular classrooms throughout the building. Usable space in classrooms does not include administrative area required by teachers and aides and storage areas. Media centers, gymnasiums, multipurpose rooms, lunch rooms and other specialized areas are not included. A current listing of building capacities is maintained by the Director of Elementary Education and the Director of Secondary Education. Individual classrooms are overcrowded when the numbers of students recommended by the State Accrediting Agency are exceeded. The following are recommendations that should be followed:

<u>Class or Grade</u>	<u>Number of Students</u>
Kg - 1st	25 students
2nd - 3rd	28 students
4th - 8th	32 students

Students normally are not to be transferred from their attendance area or accepted from another district when overcrowding exists in the school in which the transfer is being requested. The Director of Elementary Education or the Director of Secondary Education may consider transfers in order to balance enrollments or to place a student in a special program even though overcrowding may exist.

Transferring students by bus or by walking from the school in the student's attendance area to another school within the District is sometimes necessary to equalize teaching loads or to relieve overcrowded conditions.

To minimize the disruption of the student's educational program all transfers within School District No. 25 will ordinarily be accomplished by the third Monday of the school year. An influx of students in any school because of various reasons such as new industry, new housing developments or an opposite trend of decreasing enrollment in any school may require transferring students at any time during the school year.

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A transfer may be granted for a student who has a special problem such that the student's best interests will be served by allowing attendance in a school with additional services other than the one serving the attendance area. Such requests will be processed according to transfer procedure.

C. Interscholastic Athletic Participation

Transfer students will be subject to the athletic participation policies set forth in Policy 8111.

TRANSFER PROCEDURE - NON OPEN ENROLLMENT TRANSFER REQUEST OR REQUESTS DURING THE SCHOOL YEAR**I. Elementary Requests**

- A. Request or recommendation for a student transfer may originate from the parents or legal guardians. The parent or legal guardian will pick up a transfer request form at the Central Office of School District No. 25. Such request will be submitted on the District transfer form to the Director of Elementary Education. A previously approved transfer request must be re-submitted annually to the Director of Elementary Education for re-approval consideration.
- B. When a formal request for transfer is received, action concerning the transfer should be initiated immediately and concluded as soon as possible.
- C. Outcome of a transfer request is most effective when the student, parents, teachers, and resource persons are involved in communications which review reasons and alternatives for transfer. The Director of Elementary Education, will be responsible for implementing communications with all persons concerned and collecting recommendations from them.

Sufficient discussion shall be held to review the reasons for transfer and the development of plans, expectations, and agreements as to what is deemed beneficial for the student's adjustment in the new setting.

- D. When the transfer is for social/psychological reasons, the Director may enlist the services of a team. The team, consisting of school counselors, psychologists, and will submit to the Director of Elementary Education a written report which shall include an evaluation of the problems relating to the request for transfer, and may include recommendations for the resolution of the problems.

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- E. Approval or disapproval of the request for transfer will be certified by signature of the Director of Elementary Education.
- F. Parents of the student requesting transfer will be notified of approval or disapproval by the Director of Elementary Education. If the transfer request is approved the Director of Elementary Education will notify the parent a transfer request application must be resubmitted on an annual basis for reconsideration.
- G. At the time of notifying parents that the transfer has been approved, parents and the student will be notified in writing of any special conditions stipulated in the transfer but not stated in Policy/Procedure 8111.
- H. Copies of the transfer request and notification to the parent will be filed with the receiving principal and the principal of the school serving the student's attendance area.
- I. Individuals who have made requests for transfer may appeal decisions to the Superintendent or designee.

II. Secondary Requests (Requests during the school year)

Request for a student transfer must originate from the student, parent/legal guardian, or school administration. The student or parent/legal guardian will pick up a transfer request form at the office of the sending school. The Transfer Request Form along with the following documents need to be compiled in a packet:

1. A copy of the student's transcript,
 2. A copy of the student's four year plan (students in grades 9 through 12),
 3. A letter of approval from the parent requesting the transfer,
 4. A letter from the student describing why the transfer is necessary.
- B. The student and parents/guardian will meet with the student's counselor, or building administrator to present rationale for the requested transfer. If the transfer is for social/psychological reasons, the building administrator may enlist a team. The team, consisting of school counselors, psychologists, will prepare a written report which shall include an evaluation of the problems relating to the request for transfer, and may include recommendations for the resolution of the problems.

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- C. If the building administrator and counselor, (and if appropriate the team) agree that the student would be better served in the school being requested, the building administrator will contact the administration of the school being requested to inform them of the request,
- D. In the case that a common decision can not be reached The Director of Secondary Education may approve or deny the request.
- E. Parents of the student requesting transfer will be notified of approval or disapproval by the sending school.
- F. At the time of notifying parents that the transfer has been approved, parents and the student will be notified in writing, by the receiving school of any special conditions stipulated in the transfer but not stated in Policy/Procedure 8111.
- G. Copies of the transfer request and notification to the parent will be filed with the receiving school and the school serving the student's attendance area.