

Intra-District Transfer Policy

Attendance Areas

The School District is divided into school attendance areas. The Superintendent will review the boundary lines annually and recommend any changes to the School Board. The Superintendent or designee shall maintain a map of the District showing current school attendance areas. Students living in a given school attendance area will be assigned to that school. Homeless children shall be assigned according to Board policy 6:140, *Education of Homeless Children*.

Transfers Within the District

A student's parent(s)/guardian(s) may request the student be transferred to a District school other than the one to which the student was assigned. Annual requests should be directed to the Superintendent, who, based on the criteria listed below and at his/her discretion, may grant the request. Students who are granted a transfer within the District shall be responsible for their own transportation. The provisions in this section apply to all students, but are superceded by and have no applicability to transfers mandated by: (1) Title I covered in Board policy 6:15, *School Accountability*, or (2) the Unsafe School Choice Option covered in Board policy 4:170, *Safety* or (3) Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act as determined by an iep/504 Team.

Requests must be submitted each year; decisions will be based on class sizes at the neighborhood and requested school. Approval for intra-district transfers will be determined in the order received. A student's parent(s)/guardian(s) requesting transfers will be notified as soon as criteria can be determined.

Criteria for Approval of Transfers Within the District will be determined in order by:

1. Mandated (NCLB) transfers to be determined prior to optional requests if data is received prior to the beginning of the school year.
2. Class size not to exceed Board goals and contractual agreement (staffing will not be affected by decisions)
3. Hardship requests which include physical impairment and/or special education needs
4. Final year at the school (i.e., 5th or 8th grade) if student had been enrolled for a minimum of two years prior to request
5. Sibling attending school (i.e., program placement, etc.)
6. Continuing request from previous year(s).
7. All other requests.

PLEASE NOTE: Students will automatically be sent back to their neighborhood school following the school year of transfer.

Class Assignments

The Building Principal shall assign students to classes.

ADOPTED: 4/21/05

LEGAL REF.: 105 ILCS 5/10-21.3, 5/10-21.3a, and 5/10-22.50.

CROSS REF.: (TO BE DETERMINED WHEN POLICY MANUAL IS COMPLETE); 4:170 (Safety), 6:15 (School Accountability), 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children)