

MANAGEMENT

The District will allow transfers of out-of-District students provided space is available, no in-District student is displaced, and the transfers will not result in the need for additional teacher positions, additional programs, or additional classroom facilities at the campus. Transfers will be granted only when classroom space is available at the appropriate grade level and/or in the courses offered after accommodating all in-District students, including in-District transfers.

ADMITTANCE  
CRITERIA

Applications for interdistrict transfers are available from Student and Parent Services. In approving a transfer, the campus principal will consider the student's disciplinary history and attendance records. Student and Parent Services will process all transfer requests. The area assistant superintendent will have final authority to review transfer decisions, subject to further appeal pursuant to FNG(LOCAL) or GF(LOCAL).

Admittance will be approved according to the following priority sequence:

1. Children of District employees working at the requested campus;
2. Children of District employees not working at the requested campus;
3. Children of active duty military;
4. Previous District residents enrolled in the District; and
5. Children of parents residing outside the boundaries of the District who are not in one of the categories above.

In the event that a waiting list for out-of-District students desiring to enroll at a campus is established, the above priority sequence will govern.

Transfer students are expected to be responsible for their own transportation, follow attendance requirements and follow the Student Code of Conduct. Parents/guardians are expected to provide appropriate support and assistance as needed.

INTENT TO ENROLL

No later than May 1 of each year, an out-of-District transfer student will declare in writing his or her intention to reenroll at the same campus for the next school year.

The principal is responsible for ensuring that students affected and their parents are notified of this requirement. The campus will have on file evidence that supports notification.

Failure to declare reenrollment intentions may result in denied enrollment for the following year.

END-OF-SCHOOL  
YEAR AVAILABILITY  
ASSESSMENT

In the event that an in-District student would be displaced or a transfer would result in the need for additional teacher positions, additional programs, or additional classroom facilities at the campus, out-of-District parents/students will receive written notification after the completion of the school year that out-of-District transfers will not be allowed for the next school year. In the grade level or program affected, the last student in each category to enroll will be the first student displaced based on the date of original admittance to the campus and according to the priority sequence below:

1. Children of parents residing outside the boundaries of the District who are not in one of the categories below;
2. Previous District residents enrolled in the District;
3. Children of active duty military;
4. Children of District employees not working at the requested campus; and
5. Children of District employees working at the requested campus.

STUDENTS WITH  
DISABILITIES

Notwithstanding any other provision of this regulation, a transfer request will not be declined on the basis of a student's disability or any manifestation of that disability.

ENROLLMENT  
CAPACITY

No later than June 1 of each year, the principal will declare whether the school will operate at capacity with in-attendance area students and current transfer students or whether the campus will admit additional out-of-District transfer students for the following school year. This declaration will be made in writing to the area assistant superintendent.

This information will be compiled into a District composite and used for answering inquiries regarding open enrollment.

Campuses may amend the initial declaration at any time for prospective transfer decisions.