

## District 833 2019-20 Intra-District Transfer Guidelines

The following Intra-District Transfer guidelines, for resident students of South Washington County Schools, will take effect for 2019-2020 school year. The Intra-District Transfer application window opens on October 15, 2018 for secondary students and December 1, 2018 for elementary students. Initial requests for secondary student transfers are due no later than 4 p.m. on, December 15, 2018 and initial requests for elementary school transfers are due no later than 4 p.m. on, March 1, 2019. Applications received after the initial due dates will be added to existing waiting lists.

### Elementary Schools

1. Intra-district transfer requests for the 2019-2020 school year may be granted for all elementary schools on a space available basis subject to the approval of the Assistant Superintendents.
2. Acceptance of a student under an intra-district transfer shall be granted after the staffing levels for the schools have been determined and shall not increase the number of students at a grade level within the receiving school beyond 90% of the established classroom capacity for that grade level.
3. Transfer approvals will be limited to a net +/- 3% above or below the assigned attendance boundary enrollment per grade level.
4. Younger siblings will have priority if their older brothers or sisters are currently on an approved intra-district transfer. The approval is still subject to space being available in the school and at the grade level requested.
5. Acceptance of a student under an intra-district transfer shall not increase staffing requirements at the school receiving the student.
6. Students approved for an intra-district transfer in one year shall be included in the enrollment projections of the receiving school in future years for staffing purposes.
7. New kindergarten students in the fall of 2019 who have an elementary sibling already attending a school under an intra-district transfer will be enrolled in the intra-district transfer school unless otherwise requested.
8. Applications for initial consideration to transfer to another elementary school outside of the assigned attendance boundary should be submitted by March 1, 2019.
9. If the number of intra-district transfer requests exceeds the available space in a grade level, the order of approval shall be determined by selecting names through a lottery process. Applications submitted after March 1, 2019 will be added to the existing waiting list created for each school.
10. Parents/guardians are responsible for providing transportation to and from school and adhere to school start and end times in every instance where an intra-district transfer has been approved.
11. Families must reapply if requesting enrollment at a school outside the assigned attendance boundary when school transitions occur (elementary to middle; middle to high school).
12. The School Board shall review the outcome of the intra-district transfer policy for elementary schools and make recommendations for the following school year.

### Middle Schools

1. Intra-district transfer requests for the 2019-2020 school year may be granted on a space available basis subject to approval of the Assistant Superintendents.
2. Transfer approvals will be limited to a net +/- 3% above or below the assigned attendance boundary enrollment per grade level.
3. Acceptance of a student under an intra-district transfer shall not increase staffing requirements at the school receiving the student.
4. Students approved for an intra-district transfer in one year shall be included in the enrollment projections of the receiving school in future years for staffing purposes.
5. Applications for initial consideration to transfer to another middle school outside the assigned attendance boundary should be submitted by December 15, 2018.
6. If the number of intra-district transfer requests exceeds the available space in a grade level, the order of approval shall be determined by selecting applications through a lottery process. Applications submitted after December 15, 2018 will be added to the existing waiting list created for schools.
7. Parents/guardians are responsible for providing transportation to and from school and adhere to school start and end times in every instance where an intra-district transfer has been approved.
8. Families must reapply if requesting enrollment outside the assigned attendance boundary when school transitions occur (elementary to middle; middle to high school).
9. The School Board shall review the intra-district transfer policy each year and make recommendations for the following school year.

### High Schools

1. Intra-district transfer requests for East Ridge High School, Park High School and Woodbury High School for the 2019-2020 school year may be granted on a space available basis subject to the approval of the Assistant Superintendents.
2. Transfer approvals will be limited to a net +/- 3% above or below the assigned attendance boundary enrollment per grade level to assure that space is used efficiently and that no site is over capacity or student opportunities diminished due to significant loss of enrollment. Priority for enrollment will be given to students who request transfer to the International Baccalaureate Program at Park High School.
3. Should net requests to a school exceed +/- 3% above or below the assigned attendance boundary enrollment per grade level, a lottery process will determine the order of approval.
4. Students approved for an intra-district transfer in one year shall be included in the enrollment projections of the receiving school in future years for staffing purposes.
5. Eligibility for athletic participation related to a transfer to a different school would be under the rules and guidelines of the Minnesota State High School League. MSHSL has ultimate authority in these matters. Note: the MSHSL already recognizes International Baccalaureate as an exception to their transfer eligibility policy.
6. Acceptance of a student under an intra-district transfer shall not increase staffing requirements at the school receiving the student.
7. Applications for initial consideration to transfer to another high school outside the assigned attendance boundary should be submitted by December 15, 2018. Applications submitted after December 15, 2018 will be added to the existing waiting list created for schools.
8. Parents/guardians are responsible for providing transportation to and from school and adhere to school start and end times in every instance where an intra-district transfer has been approved.
9. The School Board shall review the intra-district transfer policy each year and make recommendations for the following school year.