



509.1 INTRADISTRICT TRANSFERS

I. PURPOSE

An intradistrict transfer policy, enabling equal access to all public schools in the district, provides an opportunity for students whose future educational program can best be secured by a transfer.

A student who resides in School District 833 may attend, upon approval, one of the other schools outside his/her attendance area. Once the approval is given, he/she cannot request to change again during that particular school year. Transportation arrangements are the responsibility of the parent/guardian.

II. GENERAL STATEMENT OF POLICY

Regulations for Admission

The parent/guardian/student must secure a transfer request form from any school, complete the form, and submit it to the Student Information Office by the approved timelines **outlined in relevant District Procedures for such Transfers. At a minimum,** requests must be made at least two (2) weeks before the first day of school in the fall, if the transfer is for the entire school year or for the first semester. Requests must be made at least three (3) weeks prior to the new term.

- A. Requests will be approved/denied by the Assistant Superintendents for Academic Excellence and Accountability in consultation with the affected building Principals **and based on applicable District Procedures.** The parent/guardian/student will be notified in writing by the Student Information Office the week of teachers' workshop or the first day of the new term (secondary students) if the request has been approved or denied.
1. The granting of an initial voluntary request to transfer shall not result in an increase in staffing at the receiving school, and in the case of elementary schools, will not increase enrollment at that grade level beyond 90% of the student capacity for that grade level.
 2. Students approved for a voluntary request to transfer in one (1) year shall be included in the enrollment projections of the receiving school in future years for staffing purposes. Families must reapply through the approved intradistrict process if requesting enrollment outside the assigned attendance boundary when school transitions occur (elementary to middle; middle to high school).

3. Transfer of athletic/fine arts eligibility will ~~be in compliance~~ **comply** with the rules and regulations established by the Minnesota State High School League (MSHSL).
4. Transportation of the student shall be the responsibility of the parent/guardian/student. If space is available on a bus traveling to the school in question, the approved transfer student may be picked up at a scheduled stop and ride the bus to school.
5. A student who changes residence within the school district during a given year will not be required to change schools until the start of the next year. The parent/guardian/student is responsible for transportation to and from school.
6. **Intra-District transfer requests by principals for their children to attend the school in which they serve will be granted prior to any lottery outlined in relevant District Procedures, and subject to all staffing and space requirements.**
7. Under extenuating circumstances, the Superintendent/designee may adjust these regulations.

The School Board has the authority to suspend and/or change these regulations for a particular school year to implement changes in attendance boundaries designed to balance enrollments and capacities between buildings or to establish attendance boundaries for new school buildings.

POLICY ADOPTED: February 17, 2009

POLICY REVIEWED: December 2009

POLICY REVISED: December 17, 2009, December 4, 2014; **January 3, 2019**