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| Authority | The Superintendent is authorized to accept or reject any transfer requests, provided that such action is without regard to race, religion, color, sex, disability, national origin, ancestral language, sexual orientation, or gender identity or expression. |
| Factors | In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff and the student's disciplinary history and attendance records. |
| Transfer Requests | A nonresident student wishing to transfer into the District shall file an application for transfer with the Superintendent or designee. |
| Change of Residence | A District student who moves out of his or her school attendance zone or out of the District during a school year shall be permitted to continue in attendance at the current school for the remainder of the school year. |
| Transfers for Schools of Choice | <p>A nonresident student may make application for admission into a School of Choice by the application deadline established annually by the District. Selection for a School of Choice shall be based on a lottery system as well as the following characteristics of each applicant, in this order of priority:</p> <ol style="list-style-type: none">1. A resident sibling of a student currently enrolled at the requested School of Choice.2. A child of a resident District employee.3. A resident of the District.4. A child of a nonresident District employee.5. A nonresident student, subject to tuition. |
| Transfers for Programs of Choice | <p>A nonresident student must make application for admission into a Program of Choice by the application deadline established annually by the District for consideration of acceptance. Selection for a Program of Choice shall be based on a lottery system as well as the following characteristics of each applicant, in this order of priority:</p> <ol style="list-style-type: none">1. A resident of the attendance area of the Program of Choice.2. A resident sibling of a student currently enrolled in a Program of Choice at the requested school.3. A child of a resident District employee.4. A resident of the District, but residing outside the attendance area of the requested Program of Choice.5. A child of a nonresident District employee. |

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| | <p>6. A nonresident student, subject to tuition.</p> <p>A student may not gain acceptance into Schools of Choice through the open transfer process.</p> |
| Open Transfers | <p>Provided that a school or grade level has not reached capacity and that the school does not have a Program of Choice waiting list, a transfer request shall be considered and granted on the following characteristics of each applicant, in this order of priority:</p> <ol style="list-style-type: none">1. A PEG student applying from a school within the District.2. A resident sibling of a student currently enrolled at the requested school.3. A child of a resident District employee.4. A resident of the District residing outside the attendance area of the requested school.5. A child of a nonresident District employee.6. A PEG student applying from a school outside the District.7. A nonresident student, subject to tuition. <p>A student, once accepted as a nonresident transfer, shall be permitted to complete enrollment in the school specified in the transfer application. A change in schools shall require a new application for transfer.</p> |
| <i>Children of Nonresident District Employees</i> | <p>A nonresident full-time or part-time (but not substitute or temporary) employee may request that his or her child attend District schools on a tuition-waived basis. If the employee ceases to work for the District, his or her child shall be permitted to continue in school for the remainder of the school year. Thereafter, the child shall be charged the annual tuition as determined by the Board.</p> <p>The student may attend the appropriate school in the pyramid where the parent works, depending on available space.</p> <p>A student, once accepted as a nonresident transfer, shall be permitted to complete enrollment in the school specified in the transfer application. A change in schools shall require a new application for transfer.</p> |
| Transportation | <p>Transportation for a nonresident student who is granted a transfer to attend a District school shall be the responsibility of the parent or guardian or of the student.</p> |
| Transfer Agreements | <p>A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District.</p> |

Violation of the terms of the agreement may result in a transfer request not being approved the following year.

Withdrawing from a Program of Choice or School of Choice

A student who withdraws from any School of Choice or Program of Choice in which he or she is enrolled shall not be permitted to remain enrolled at the campus unless:

1. The student lives within the attendance area of the campus, if applicable; or
2. Space is available for the student to attend under the open transfer provisions of this policy, if applicable, and the principal approves an open transfer.

If the student does not continue enrollment at the campus, he or she shall be permitted to enroll in the campus located in the student's attendance area.

If a student in grades 6–9 withdraws from a School of Choice or Program of Choice prior to the end of the first six-week grading period, a student on the waiting list for the School of Choice or Program of Choice shall be given an opportunity to enroll in the School of Choice or Program of Choice, in accordance with the priority order detailed in this policy.

Tuition

The Board shall determine, within statutory limits, the amount of tuition to be charged.

Property Tax Offset

A transfer student whose parent, guardian, or other person having sworn educational authority resides outside the District, but pays property taxes within the District shall be allowed to offset such property tax payments against tuition fees.

Procedures for receiving a tuition reduction include:

1. The parent or guardian shall provide required documentation including:
 - a. Documentation of tax payment.
 - b. Additional documentation required to determine ownership of the property if the parent or guardian is not listed as the owner.
2. The percentage of ownership of the assessed property by the parent or guardian shall determine the amount of tuition reduction.
3. The calculation of the reduction in tuition shall be based on the documented payment of school taxes for the year preceding the enrollment of the student. The reduction shall be a dollar-for-dollar reduction based on the amount of tax paid.

4. Based on the tuition rate approved by the Board, the amount of yearly tuition payments, including any reductions for property tax payment, shall be established by the administration prior to the student's enrollment in school. Once established, the yearly tuition payment amount shall not be adjusted or tuition payments refunded.

Waivers

In accordance with administrative procedures, the Superintendent may waive tuition:

1. For an individual student based on financial hardship upon written application by the student, parent, or guardian [see FP]; or
2. For interdistrict enrollment in designated District programs after accommodation of District students.

Nonpayment

The District may initiate withdrawal of students whose tuition payments are delinquent.

Appeals

Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.