

**Assignments**

The Superintendent or designee shall assign a transfer student to a school according to attendance areas and reassign a student to conform with any changes in attendance areas. When student re-assignment is deemed necessary by the Superintendent or designee, the parent or guardian of each student reassigned shall be notified individually in writing.

The Superintendent or designee may assign any student from one school facility or classroom within the District to another facility or classroom within the District.

**Transfer Requests**

A student who wishes to attend a school other than as assigned shall make application for a transfer in accordance with approved administrative procedures relating to intradistrict transfers.

A student may be enrolled in a school on a temporary basis for a period of 45 calendar days when a family who resides in the District has a home under construction or is waiting to occupy a residence they have purchased or rented in the attendance area assigned to that school. Documentation indicating the expected date of occupancy shall be presented to the school. If the family does not reside in the attendance area for that school within 45 calendar days, the student shall be withdrawn until a residence is established within that attendance area. The Superintendent or designee may make an exception if he or she determines that the lack of residency is caused by reasons outside the family's control.

**Appeal**

If a request for an intradistrict transfer is denied, or if a transfer is revoked, a parent may appeal in accordance with FNG(LOCAL) beginning at Level One.

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**Note:** For the transfer of a student who is the victim of bullying or who engaged in bullying, see FDB(LEGAL). For the transfer of a student who attends a persistently dangerous school, becomes a victim of a violent criminal offense, or becomes a victim of sexual assault, see FDE.

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