

Attendance Areas	A student shall be assigned to a school in the attendance area in which he or she resides except as outlined in this policy.
Continued Enrollment	If during the school year a student moves out of his or her designated school attendance zone, a parent may apply to the principal for continued enrollment prior to the move. An application shall be considered when filed within ten school days following a move.
Conditions	Requests for continued enrollment may be denied on the basis of a student's excessive absences, tardiness, poor conduct, lack of meeting the request deadline, false address or failure to report a change of address, or due to the unavailability of space. At the principal's discretion, a student may be allowed to complete the current grading period when a request of continued enrollment has been revoked or denied.
Limited Term	Continued enrollment may be granted for the remainder of the current school year only.
Intradistrict Transfers	An intradistrict student transfer shall be initiated by the parent or guardian by filing an application in accordance with the time frames outlined in administrative regulations. Specific procedures for processing applications shall be defined in administrative regulations.
Approval	
Exceptions	Only continued enrollment requests, low-performing school transfers, or emergencies shall be considered beyond the time frames outlined in administrative regulations. Emergency requests shall require a conference involving the principals from both schools and central office staff.
Assignment	All campus assignments for a transfer student shall be made or approved by the Superintendent. Transfer requests shall be approved on a one-year basis, and students shall be required to reapply each year. Priority shall be given to returning transfer students. A student shall remain on his or her assigned campus for the entire year, except as outlined in this policy and when the parent/guardian or principal agree that returning to the home campus is in the best interest of the student.
Power of Attorney	The power of attorney shall not apply to a minor student whose parent or guardian resides within the District. [See FD] In such circumstances, the student shall be enrolled in the school for the attendance zone in which the parent or guardian resides unless the parent has requested and received an intradistrict transfer as outlined in this policy.
Intradistrict Transfer Categories	Intradistrict transfers shall be categorized as follows.
Low-performing School Transfers	A student may apply to attend another District school if the school to which he or she is assigned is a low-performing school as de-

ADMISSIONS
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB
(LOCAL)

defined in FDB(LEGAL). A student who obtains a transfer may continue at that school until he or she has completed the highest grade in that school or moves from his or her former attendance zone.

Program Transfer

A student may apply to attend another District school in order to attend a specific program if it is not offered at the school to which the student is assigned. Such requests shall depend upon the student's admittance into the specific program and shall require continuous enrollment to remain in effect.

Parental Choice Transfer

A parent may request his or her child be assigned to a different school in accordance with FDB(LEGAL). Parental choice transfer requests may be denied on the basis of the student's academic record, attendance record, poor conduct, failure to meet the application time frames, lack of space, or due to the unavailability of needed program services or support facilities. Parental choice transfers shall be accepted based on the availability of space, class size, projected enrollment, and growth. Slots may be filled by lottery. Requests to exercise the grandfather provision of the boundary change policy, requests for continued enrollment, and requests for other categories of intradistrict transfers shall be given priority consideration.

School Administration-Initiated Transfer

A transfer may be initiated by the District administration for reasons related to concerns for the student's safety, discipline record, or extraordinary conditions that affect the family or school.

Transportation

The District shall not provide transportation to a student who transfers to another campus except as outlined in state law, District policy, or Board action.

Transfer Revocation

The principal of the receiving school may revoke a parent-requested transfer at the end of the semester or the school year if attendance and discipline standards are not met. Circumstances resulting in a transfer revocation may include, but are not limited to, the following:

1. A student has undocumented, unexcused absences that meet the definition of nonattendance. [See FEA]
2. A student has been assigned to in-school or out-of-school suspensions for more than five days over the course of a six-week grading period or more than ten days over the course of a semester.
3. The principal documents other attendance or disciplinary situations, as approved by the Superintendent.

Prior to revocation of a transfer, a parent shall be notified of the circumstances that may result in a transfer revocation, and when rea-

sonably possible, the student shall have an opportunity to remediate his or her attendance and/or discipline through campus-support procedures.

A transfer student assigned to a disciplinary alternative education program (DAEP) or a juvenile justice alternative education program (JJAEP) shall not be granted the opportunity to remediate a transfer revocation and shall return to the home campus upon completion of his or her assignment.

The Superintendent may revoke a transfer at any time on the basis of the student's excessive absences or tardiness, poor conduct, failure to fill out a transfer request, false address, failure to report an address change, or because of unavailability of space.

Revocation
Exception

A student who receives a parent-requested transfer through the safe schools and school improvement/school choice provisions of the Every Student Succeeds Act (ESSA) shall be exempt from the revocation process outlined in this policy. In such cases, the receiving school shall serve as the student's home school for the period outlined in law. [See FDB(LEGAL) and FDD(LEGAL)]

**Child of a District
Employee**

A child of a District employee who works at an elementary or middle school campus may attend the school where the employee works. The employee is required to provide transportation for a campus other than the home boundary school. A child of a nonresident District employee who works at a site other than an elementary or middle school shall be assigned to the attendance zone through which the employee enters the District. A student is eligible to request a transfer by the same process as other students.

For purposes of this policy, an employee includes a professional, paraprofessional, or classified employee who works at least 30 hours a week during the school year.

Nondiscrimination

The Board, Superintendent, other administrators, and teachers shall not make any distinction on the basis of race, color, ethnic group, gender, disability, or religion of any student who may be in attendance or who seeks admission to any school maintained by the District in the determination or recommendation of action under this policy, except as required by law.

Appeals

A parent or student may appeal a decision regarding a school transfer in accordance with FNG(LOCAL) at Level Two.

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.
