

ADMISSIONS
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB
(LOCAL)

Assignments

The Board shall specify attendance zones for each elementary school. Each elementary student in the District shall enroll in the elementary school in his or her attendance zone.

An elementary student who is not able to enroll at the campus for his or her attendance zone due to lack of available space shall be assigned to the campus in closest physical proximity to the student's residence that has space or to another location that is mutually agreeable to the parent and the Superintendent or designee.

Class Changes

The campus principal shall be authorized to investigate and approve the transfer of a student from one classroom to another on that campus.

Transfers between Schools

The Superintendent shall be authorized to investigate and approve transfers between schools.

Request for
Intradistrict Transfer

In the event a parent wishes to transfer his or her child to another elementary school, he or she shall file a written request on a form provided by the District. The request shall be filed with the principal of the elementary school serving the attendance zone where the student resides and shall state the reason for the request. In accordance with guidelines established in FDB(REGULATION), each transfer request shall be approved or denied by the originating principal, the receiving principal, and the student and administrative services director. In all instances, the effect of the prospective transfer on the respective class sizes shall be considered in making a decision.

*Exception – New
Attendance Zone
Year*

Prior to the first year of implementing new attendance zones, an early decision transfer request application window and process shall be made available in accordance with guidelines established in FDB(REGULATION). The student services office shall accept transfer request applications during the early decision window, and a District committee shall consider and respond to each request based on the limited list of exceptions noted above.

During the first year of implementing new attendance zones, all intradistrict transfers shall be limited to the following exceptions:

1. Students who are victims of bullying or students who engage in bullying, or other situations specified by law. [See FDB(LEGAL) and FDE(LEGAL)]
2. Students who require a special program placement only offered at another elementary campus.

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3. Students who are grandfathered by entering their last year on a campus (grade 4 in elementary) may continue at that campus. However, younger siblings shall be required to attend the new attendance zone campus.
4. Students who have been approved for voluntary intradistrict transfers two years in a row. However, younger siblings shall be required to attend the new attendance zone campus.
5. Students who are involuntarily transferred to a nonattendance zone campus shall be permitted to remain at the same campus.
6. Students with other extraordinary and compelling circumstances.

During the first year of implementing new attendance zones, transfer requests from resident full-time contract professional employees shall be treated like transfer requests from nonresident full-time contract professional employees pursuant to FDA(LOCAL).

Application
Procedures

An application for an intradistrict transfer shall be requested from the campus of the student's assigned attendance zones. The completed forms shall be kept at the school until June 20 and shall be processed during the first two weeks in August. Each applicant shall be notified of the decision by mail by August 15.

Criteria

Approval of an intradistrict transfer request shall depend upon the following guidelines:

1. The transfer shall not cause an increase in the number of staff or an increase in programs or services provided at the new campus.
2. The need for the transfer shall be based on serving a valid educational purpose, as well as the best interest of the student.

The requested transfer shall be denied if space at the requested campus is not available.

Limitations

Enrollment space must be available within the student-to-teacher ratios as allowed by law and as determined by District guidelines with the existing faculty and staff at the receiving campus.

A transfer shall only be approved for one school year.

If a transfer is approved, the student shall be allowed only one transfer per school year; however, a student may declare intent to transfer back to the campus in the student's attendance zones for the next school year.

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| | <p>If a student has enrolled legally in an elementary school as a resident of that attendance zone area, the student shall be permitted to remain in that school for the rest of the year if his or her family moves into another attendance zone within the District.</p> |
| Special Programs | <p>If a special program is not available to a student at his or her attendance zones elementary campus, either due to lack of available space or because the campus does not have such a program, the student shall be assigned to the program at the campus in closest physical proximity to the student's residence that has available space in its program or to another location that is mutually agreeable to the parent and the Superintendent or designee.</p> |
| Errors | <p>When a resident student has been enrolled in a District school erroneously by an administrative oversight or mistake, the student shall be entitled to complete the current academic year at his or her current school. The subsequent term of enrollment shall be at the school of appropriate placement based on the student's attendance zones.</p> |
| Appeals | <p>A student may appeal a campus assignment or denial of an intradistrict transfer request in accordance with FDB(LEGAL).</p> |
| Revocation of Transfer | <p>Approval of an intradistrict transfer shall remain in effect for the current school year unless:</p> <ol style="list-style-type: none">1. The student fails to abide by the laws, rules, and policies contained in the District's Student Code of Conduct and student handbook; or2. The student fails to abide by the District's attendance policy. |

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.
