

**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, or ancestral language.

All transfer requests shall go through an application process at the campus or campuses that would receive the students. Any other requests shall be considered by the Board on a case-by-case basis. Parents of perspective transfer students shall be notified by letter from the Superintendent's office regarding approval.

The Board further identifies the following class size limits in regard to accepting transfer students:

1. Transfer requests for prekindergarten class may be considered after class size has been determined by the District administration.

Class size shall be considered full at 15 students unless an aide is designated for prekindergarten. With a designated aide, prekindergarten may be considered full at 18 students per class.

2. Transfer requests for kindergarten may be considered after class size has been established by the District administration.
3. Kindergarten–grade 5 grade levels shall be considered full at 58 students.
4. Grades 6–12 grade levels shall be considered full at 65 students.

Resident students who become nonresidents during the course of a semester may be permitted to continue in attendance for the remainder of the semester. An appeal for an extension may be made to the Board when circumstances warrant.

Children of nonresident District employees shall be eligible to attend District schools in accordance with this policy and without regard to class size.

**Transfer Agreements**

A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District. Violation of the terms of the agreement may result in a transfer request not being approved the following year.

**Admission Criteria**

To be eligible for a transfer, a student shall meet the following criteria:

1. Have an attendance record acceptable to the committee for the semester prior to the transfer request.

2. Not have a record of discipline problems, such as criminal indictment or charges, suspension, or expulsion during the semester of and the semester prior to the transfer request.
3. Have an academic record (including performance on state-mandated assessments) acceptable to the committee.

**Tuition**

If the District charges tuition, the amount shall be set by the Board, within statutory limits.

Waivers

The Board may waive tuition for a student based on financial hardship upon written application by the student, parent, or guardian. [See FP]

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.