





## Procedures for In District Transfers

### Parent(s)/Guardians:

1. Form available on district website, any elementary school or the District Services Center.
2. Fill out the form completely.
3. Return form to the elementary school principal at the school in which your student currently attends or the District Services Center.

### Timelines for Requesting an In District Transfer:

1. Transfers may be submitted at any time. Requests are acted upon twice annually: after April 1 and after August 1. Parents will be notified of the final decision.
2. Requests by families who move into the district during the school year will be acted upon at the time of registration.
3. Emergencies and/or significant changes in family status (e.g., divorce moving, financial circumstances) that occur during the school year will be considered on a case by case basis.

### Duration of Transfer Request:

1. Transfer approvals will remain in effect until and unless a subsequent transfer request is approved.
2. The district reserves the right to terminate a transfer agreement.

### Consideration Used for Approval (in order of priority):

1. Space available (class size)
2. Siblings of special programs (Special Education, SAGE...)
4. Unique situation (student/family needs)