

STUDENTS**In-District Transfer – Elementary K-4**

In general, students shall attend the Okemos elementary school designated by their residence. Parents or guardians may request that an elementary student attend a school within the Okemos district that is outside the boundary established for the child's residence.

In cases where an in-district transfer is unrelated to the Federal No Child Left Behind Act (NCLB), the following shall apply:

The superintendent and designee is authorized to: a) make tentative assignments before the school year begins and to finalize those assignments in accordance with the established regulation before the first day of school; and b) make determinations on other requests which may arise during the school year due to a change in student residence.

All arrangements require the parents to provide transportation to and from school.

The board of education authorizes the superintendent to withdraw the privilege of attending a school outside the boundary established for the residence based on the student's attendance and/or behavior.

In the event a transfer is sought based upon the application of the No Child Left Behind Act (NCLB), the transfer and related services or admission shall be subject to the act and regulations promulgated there under.

Policy

Adopted: 07-10-89

Amended: 04-26-10

Reviewed:

District enrollments are analyzed, and then requests for in-district transfer are reviewed and processed prior to the district announcing vacancies and processing requests for school-of-choice enrollments. If an in-district transfer request is approved, the parents/guardians do not have to re-submit the request for future school years.

Requests for in-district transfer are processed based on the following criteria/procedures:

A. In cases where transfer is sought for reasons other than the No Child Left Behind Act (NCLB), requests for students to attend other than their elementary school of residence must be submitted in writing to the receiving school principal. The request shall be submitted by April 27 prior to the beginning of the school year or prior to a change in residence within the district during the school year. If the request is denied, the parent/guardian may re-apply by August 15 for reconsideration.

1. The receiving principal will consult with the principal of the student’s residence regarding the request.
2. After the receiving principal consults with the sending principal, the receiving principal may grant approval for a student to transfer if, after that child has been added, the following criteria are met:

2.1 No section at a specific grade level exceeds the following from April 29 to one (1) week prior to Labor Day:

<u>Grade Level</u>	<u>Students per 3 sections</u>	OR	<u>Students per 4 sections</u>
Kindergarten	16		17
First Grade	20		21
Second Grade	20		21
Third Grade	22		23
Fourth Grade	24		25

No section at a specific grade level exceeds the following one (1) week prior to Labor Day to September official count day:

<u>Grade Level</u>	<u>Students per 3 sections</u>	OR	<u>Students per 4 sections</u>
Kindergarten	17		18
First Grade	21		22
Second Grade	21		22
Third Grade	23		24
Fourth Grade	25		26

- 2.2 The transfer does not create or add to a class size inequity between the grade levels of the sending and receiving schools.

Exceptions:

- 2.a. When a family moves to another school attendance area within the Okemos school district, the student(s) may remain in their current school.
- 2.b. When a family moves to another school district, the student may continue enrollment in his/her current placement as a School of Choice student for the remainder of the current school year only. The parent/guardian must apply at the end of the school year for continued School of Choice status beginning the next school year. Decisions about School of Choice applications are made in accordance with board policy 5118: Attendance: Non-Resident Students.
- 2.c. In the event that the number of in-district transfer applicants exceeds the number of vacancies at a school, the superintendent and building principal will conduct a random drawing of those requests to determine which applicants will fill the existing vacancies.
- 2.c.1 In the case of redistricting students to a different elementary school, if there is room at the grade level in the school a student currently attends, the parents may request the student remain in the school as an in-district transfer student. These placements will take priority over requests from those of the closed school.
- 2.c.2 In the case of closing a school, students from the closed school will have priority for in-district transfer except as noted in 2.c.1. This priority status will only apply to the first school year of the school closing.
- 2.c.3 All other requests for in-district transfer will be considered after requests which qualify in accordance with 2.c.1 and 2.c.2 above.
- 2.d. At any time, after consulting with the building principals, the superintendent of schools may determine it is in the best interest of a student and make placement without regard to student vacancies at the grade levels as identified above.
3. In-district transfer applicants whose requests were denied in the spring may re-apply to the receiving principal by August 15 and for reconsideration. Application may also be made by August 15 by families who move into the district after April 15 but prior to the beginning of the school year. Decisions will be made based upon the criteria in 2.1 and 2.2 prior to the September official count date.

4. When requests are approved, the receiving principal will notify the parent/guardian and sending principal. Once approved and notification sent, the parents/guardian have one week to notify the school in writing if they are no longer interested in the in-district transfer; otherwise, in-district transfers are in effect for the full school year, unless the space parameters as per policy 5117.2 permit a transfer.
5. In the event a request is denied, the parents will be notified and may appeal the decision to the superintendent of schools. The superintendent's decision will be final.

Information about where to obtain the in-district transfer policy and regulations will be included in elementary handbooks (available on the district web site) and in school newsletters. The In-District Transfer Form is available in each school office, and the elementary principals are available to provide parents with additional information and advice upon request.

B. In cases where the No Child Left Behind Act (NCLB) does apply, the district shall comply with the Act and its related regulations.

Regulations: April 26, 2010