

## TRANSFERS AND WITHDRAWALS

**5040.**

### Policy 5040

#### **ASSIGNMENT OF STUDENTS TO SCHOOLS AND CLASSES**

Assignment of students to elementary, middle and high schools will be according to the school attendance areas as established by the Board, except as otherwise provided below.

Parents/guardians must report promptly to the school administration any changes of home address.

The assignment of students to classes is made by the principal or designee with the assistance of the guidance staff.

#### **School Assignment for Elementary Schools**

Students are assigned to the school of the designated school attendance area in which the parent/guardian resides. The Superintendent or his/her designee may grant limited exceptions to this rule in the following instances:

- when an educationally-related recommendation is made by a principal or supervisor that the student should attend school in another school attendance area;

- when attendance in another school is medically necessary (e.g., availability of special services at the different schools);

- when a student changes residence to a different designated school attendance area before the close of the first trimester or after the close of the second trimester. In such cases, the student may be permitted to begin the year at the new school or complete the year at the former school, provided that the parent or guardian assumes responsibility for transportation;

- when a parent/guardian request is granted for placement of their child in a school other than the school of the designated school attendance area, provided that the parent or guardian assumes responsibility for transportation. Requests will be considered based on class size, and, if approved, the exception shall be effective in subsequent years for the grades at that school. The Superintendent reserves the right to withdraw permission for this exception if attendance is not satisfactory, including tardiness.

#### **School Assignment for Middle Schools**

Middle school students have the opportunity to participate in a lottery for school assignment each year. Students who do not participate in the lottery are assigned to the school of the designated school attendance area where their parent/guardian resides. Once admitted to a school through the lottery, students shall continue in attendance in that school through the middle school grades, subject to their right to participate in the lottery for school assignment for the coming year.

Students seeking to enroll in middle school after school is out for the summer will be assigned for the coming year to the middle school that best serves the district's interests (e.g., space available, resources) as determined by the Superintendent. Once assigned, such students shall continue in attendance in that school through the middle school grades, subject to their right to participate in the lottery for school assignment for the coming year.

### **School Assignment for High Schools**

Students are assigned to the school of the designated school attendance area in which the parent/guardian resides. The Superintendent or his/her designee may grant limited exceptions to this rule in the following instances:

Students who move to a different designated school attendance area after having completed grades nine and ten at Platt or Maloney respectively will be allowed to continue at that school if they so choose.

Students whose residence changes to a different designated school attendance area before the close of the first marking period or after the close of the third marking period. In such cases, the student may be permitted to begin the year at the new school or complete the year at the former school, provided that the parent or guardian assumes responsibility for transportation.

Students whose attendance at a school other than that in their designated school attendance area is legally required, as determined by the Superintendent or his/her designee in consultation with district legal counsel.

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Amended: August 19, 2014

Amended: June 15, 2021

**5040.1 (R).**

**PROCEDURES FOR SCHOOL-INITIATED STUDENT TRANSFER  
BETWEEN HIGH SCHOOLS**

On occasion, it has been desirable to consider the transfer of a student from one high school to the other for social, academic or other unique reasons as outlined in Board policy.

In order to ensure full communication between both schools in such instances, a case conference is to be held with regard to the student in question. The school initiating such a request should schedule the conference and invite a representative from the intended receiving school to participate. Once a decision has been made to recommend transfer, the Associate Superintendent for Instruction shall be consulted for authorization.

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