

StudentsAttendance Areas and Student Transfers

The Scottsbluff Public Schools Board of Education shall establish and may adjust elementary school attendance areas based upon the recommendation of the Superintendent or the Superintendent's designee.

Students shall attend the school within the attendance area in which they reside or, in the case of a student with parents/guardians living at a different address, where the student primarily resides. Students may otherwise be granted a transfer to a school open for in-district transfer. Parents/guardians who wish to enroll their student in a school other than their assigned attendance area school must submit a "SBPS In-District Building Transfer Request" form to the District Office.

Transfer Request applications, effective for the upcoming school year, may be accepted from January 1 through March 31 for the first-round period. Students may be accepted on a space-available basis by grade level or program at each individual building. Once a building, grade level, or program becomes closed due to capacity restrictions, a prioritized waitlist will be established. Applications submitted after March 31 will be considered during the second-round period through the start of the following school year. Applications may be accepted throughout the school year and reviewed on a case-by-case basis at the discretion of the Superintendent or the Superintendent's designee.

Applications will be prioritized as follows:

1. Students with siblings attending the requested building, with priority given in order of application submission date; and,
2. All other applications will be considered on a first-come, first-served basis.

Transfer Request applications may be granted by the Superintendent or the Superintendent's designee based upon the capacity of a class, grade level, program, or school building to which the student is applying. Specific grade levels or school buildings may be designated by the Superintendent or the Superintendent's designee as closed to in-district transfers based on capacity.

Students in attendance at a specific school will typically be permitted to complete their education at that attendance area school if the family moves within the District during the school year.

Students in attendance at a specific school will typically be permitted to complete their education at that attendance area school if the boundary is changed, placing the family in another attendance center.

When attendance area boundary changes are adopted by the Board, the Superintendent or the Superintendent's designee shall have the authority and discretion to implement a boundary transition plan for students affected by such change. The boundary transition plan shall be

communicated in a timely manner to parents/**guardians** whose children will be impacted by the boundary change.

The Superintendent or the Superintendent's designee shall also have the authority to place any student in a school outside of the student's boundary area when legally required, including circumstances involving special education students.

Date of Adoption: December 9, 2024

Date of Revision: **May 11, 2026**