

542R INTRA-DISTRICT TRANSFERS

Process and Procedure

- 1. Initiation and Decision-Making on Intra-district Transfer Requests
Parents or guardians desiring to transfer their child from their home residential attendance area to another attendance area in the School District must complete a Request for Student Intra-district Transfer form and submit it to the Enrollment Center for Assistant Superintendent approval or denial.

In addition, parents or guardians desiring to transfer their child from their attendance area school to an alternative program must submit an application Request for Student Intra-district Transfer Form. These programs are Myers-Wilkins Spanish Immersion, Lowell Spanish Immersion, Lowell Ojibwe Immersion, and Lincoln Park Middle School Spanish Immersion.

- 2. Intra-district Transfer Guidelines and Consideration
The Assistant Superintendent will take into consideration teacher/student ratio, class size, building capacity, student attendance rate, and building populations when making intra-district transfer decisions.

- 3. Revoking Intra-district Transfer Based on Attendance
An approved intra-district transfer may be revoked based on an attendance rate that is less than 90% of enrolled days. Excused, unexcused, and partial day absences count towards the consistent attendance rate calculation.

To consider a revocation, a school must provide documented evidence of following established notification and truancy process and procedures to the Office of Assistant Superintendent via email, which should include a copy of the proposed revocation notification to the family.

Upon revoking an approved intra-district transfer, the school must give in writing a five business day notice of revocation with a stated start date in the attendance area school.

- 4. Transfer Appeal Board
The Assistant Superintendent will convene the Transfer Appeal Board upon the request of the applicant for applications submitted by the due dates stated in the Timelines for Transfer Request. Requests submitted after the due date will not be considered until the following semester.-The Transfer Appeal Board will be made up of one school board member and a district administrator other than the Assistant Superintendent.

The Transfer Appeal Board will uphold the criteria itemized in the Intra-district Transfer Guidelines and Consideration. In addition, the Transfer Appeal Board will prioritize the information from the Request for Student Intra-District Transfer Form (542F) in consideration for their decision-making determination.

- 5. Moving to a New Attendance Area
When a student who has been approved for an intra-district transfer moves to another attendance area, the student may continue to attend the approved assigned school in which they began until the end of 5th grade or 8th grade.

It is the responsibility of the parent or guardian to continue to transport the student to and from the requested school until the intra-district transfer has expired at the end of 5th or 8th grades.

- 6. Eligibility for Co-curricular Activities Competition
Athletic ability and the preference to participate on another school’s athletic team will not be considered as a valid reason for requesting a transfer of schools. To be eligible to represent a school as a member of an athletic or academic team, a student must reside with his/her parent(s) or legal guardian(s) within the boundaries of the attendance area of that school or be attending that school with a valid transfer. All participation must be consistent with Minnesota State High School League (MSHSL) rules.

- 7. Definition “Homeless Children and Youth”
Means individuals who lack a fixed, regular, and adequate nighttime residence; and includes – children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency shelters; are abandoned in hospitals; or are awaiting foster care placement.

Adopted: 09-08-1981 ISD 709
Revised: 02-21-1995
06-20-1995
03-19-2002
11-19-2002
05-18-2004
04-19-2005
01-15-2008
03-17-2009
04-23-2009
05-19-2009
07-21-2010
07-09-2013
11-18-2014 ISD 709
03-10-2026