



INTRADISTRICT TRANSFER ADMINISTRATIVE REGULATIONS APPLICATION PROCEDURES

1. Parents requesting to have their children attend an alternative elementary school in the District for the next school year should submit an application for this placement between April 1 and April 30 of each calendar year to the Superintendent. An exception to this is when new/changed residence occurs.
2. Applicants shall be considered according to date of application on a first-come, first-served basis; however, students living in the attendance area of a school building shall be given first preference, followed by students currently enrolled in that school.
3. Applicants may be rejected for one or more of the following reasons, as provided by ORC 3313.97:
 - A. If grade level/course capacity reaches reasonably accepted limitations.
 - B. Applicants will be considered for classrooms that are projected to have 23 or less students in grades K–4.
 - 1) if a student enrolled or living in the attendance area of a school building would have to be displaced;
 - 2) if a student has been suspended or expelled for 10 or more consecutive days during the school year in which the application has been made; or
 - 3) if minority balance of either the sending or receiving school would be negatively impacted, then the Superintendent shall have individual discretion in this matter.
4. To maintain continuity of programs and prevent displacement of students from their elementary school of residence, students must remain in the new school the entire year. An application for transfer is approved for only one year.
5. Parents shall be notified by the Superintendent of the application acceptance or rejection by the first full week of each calendar year. Transfers will not be granted after the April 30 application deadline, except when new/changed residence occurs.
6. Transportation of students transferred at parental request shall be the sole responsibility of their parents/guardians.
7. Students receiving special education services will continue to be assigned to schools where the services specified in the student's IEP are available.
8. Any exceptions to this procedure must be approved by the Superintendent.

RETAIN FOR REFERENCE