

**2009-10**  
**Office of Growth Management**  
**STANDARD OPERATING PROCEDURES FOR TRANSFER REQUESTS**  
**SUBMITTED BETWEEN MAY 15 AND JUNE 1**

The transfer request process is governed by Board of Education Policy 6203. As noted in that policy, transfer requests submitted after June 1 may be denied except for extraordinary reasons. If the transfer request is submitted between May 15 and June 1, the following guidelines will be used:

**Transfer Requests Usually Approved By Staff:**

1. Employee's child to same school or campus where parent works
2. Employee requests transfer to the calendar option school for the base assignment that matches the calendar on which the teacher is employed
3. Request is for a school attended by a Special Program sibling
4. Prior to June 1 back to base requests from students attending any school other than the base assignment
5. Rising 5<sup>th</sup>, 8<sup>th</sup>, 12<sup>th</sup> grade student whose assignment has changed and wish to remain at current school
6. Rising 4<sup>th</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> students who have been reassigned and request a transfer to the previously attended school
  - Younger siblings would also be approved if the student has already begun attending school with an older sibling (attending the same school this past year) eligible for a "grandfathered" transfer. (ex. Rising 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> grade siblings of grandfathered 4<sup>th</sup> or 5<sup>th</sup> grade students; or rising 7<sup>th</sup> grade sibling of a rising 8<sup>th</sup> grade student)
7. Students impacted by district assignment decisions twice within a three-year period
8. Students requesting to attend a school based on a future assignment when space is available
9. Pending change in parent(s) domicile (permanent residence) with a closing date within 45 days after the start of the school year

**Transfer Requests Usually Denied By Staff:**  
**(Parents May Appeal To The Board of Education If The Request Was Submitted Between May 15 and June 1)**

1. The reason for requesting the transfer stems from disagreement with staff at the assigned school regarding grades, discipline, promotion/retention or class assignment
2. Rising Ki – 3<sup>rd</sup>, 6<sup>th</sup>, 9<sup>th</sup> students who have been reassigned to an existing school, except for extraordinary circumstances, if there are no older siblings involved. (see #6 bullet point above)
3. A request for a transfer to a magnet or calendar application school if viable applicants remain in the applicant pool
4. A parent change in domicile causes a change in base assignment and a transfer is requested to the previous school for a child rising into grades K-4, 6-7, 9-11 for the upcoming school year
5. A request for transfer that would contravene the intent of the BOE's current multi-year assignment plan
6. Requests for "academies" or CTE programs
7. Previous transfer has been revoked
8. Previous falsification of address

**Situations Typically Requiring Extra Study By Staff And Additional Documentation From Parents Along With The Transfer Application:**

1. Child care concerns
2. Medical reasons
3. Issues with peers or child safety
4. Custody issues (shared)
5. ROTC requests
6. The request is based solely upon proximity of requested school to parents' school/home/work
7. An employee requests a transfer for his/her child to a school/school campus other than one where they work