

## 560 ELEMENTARY STUDENT TRANSFER PROCESS

### I. PURPOSE

The purpose of this policy is to provide procedures for completing the voluntary or involuntary transfer of elementary students to maintain a balanced student to teacher class size across the district elementary schools and maximize available funding resources.

### II. GENERAL STATEMENT OF POLICY

The school district is committed to maintaining a balanced elementary teacher to student class size across the district's elementary schools, especially as it relates to the in-town schools. The school board will use the procedures noted below to complete student transfers when necessary.

#### A. Prior to the Start of the School Year:

1. The school board will approve the class size differential among in-town elementary schools during the planning process. The school district is committed to maintaining neighborhood elementary schools while providing family choice to schools when the differential has not been exceeded in a given grade level at a specific school.
2. Families may seek a transfer to a school outside their residence's elementary attendance area, but the district shall not provide additional transportation routes or stops as a result of the transfer. Families may access Milona Magnet Elementary School as a choice option and the district may provide transportation if routing is possible.
3. The school district shall seek the cooperation and support of school families in the transfer process.
4. The administration will recommend the implementation of the process to the school board and, once approved by the school board, the transfer process will begin.
5. The transfer process will include the following steps:
  - a. Step 1: Voluntary Move – The school district will request families with children in the identified grade level to consider a voluntary move to a school that has enrollment space available. The school district will identify a contact person and a deadline for the voluntary move to occur.
  - b. Step 2: Involuntary Transfer of Students Not Residing in the School Attendance Area – Level 1: Students not residing in the identified school attendance area and who do not have siblings attending grades 1 to 5 at the school in the upcoming school year (this includes open enrollment students).
  - c. Step 3: Involuntary Transfer of Students Not Residing in the School Attendance Area – Level 2: Students not residing in the identified school attendance area and who have siblings at the school would be the next

consideration. In this situation, parents/guardians will have a choice of moving their school-aged children to another of the identified schools if the grade level differential has not been exceeded or just moving the child in the specific grade level.

- d. Step 4: Involuntary Transfer of Students Residing in the School Attendance Area – Level 3: Students residing in the identified school attendance area and who do not have siblings attending grades 1 to 5 at the school in the upcoming school year.
  - e. Step 5: Involuntary Transfer of Students Residing in the School Attendance Area – Level 4: Students residing in the identified school attendance area and who have siblings at the school would be the next consideration. In this situation, parents/guardians will have a choice of moving their school-aged children to another of the identified schools or just moving the child in the specific grade level.
6. At each defined step, a lottery will be used to identify the students who will be transferred if the number of students that meet the criteria exceeds the number needed to be moved. The school district will inform families of the date, time, and location of the lottery. Further consideration will be given to:
    - a. Students who have been involuntarily transferred a previous time.
    - b. Students with special needs, health concerns or other significant educational issues.
  7. The school district will keep families informed of the status of the possible student transfer for the school year. If enrollment space is available, the recall of the student transfer will be completed in the reverse order of the lottery (last student identified is the first to return).

A final decision will likely not occur until one month before the start of the school year as enrollment adjustments will like happen throughout the summer months.

8. Appeals - The transfer process is final and the school district will not accept appeals from families.

**B. During the School Year:**

- a. New Families to the School District – Families new to the school district may attend their assigned elementary school attendance area. If enrollment space is not available, the administration will provide families other school options that will be available in order to maintain a balanced student to teacher class size.
- b. Families may transfer their students to another elementary school of choice if enrollment space is available.
- c. Once a student has been enrolled in a school, they may maintain that enrollment status unless a transfer is required due to enrollment or the family seeks a different school.

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Alexandria Public School - No. 206  
Alexandria, Minnesota