

ELEMENTARY INTRADISTRICT TRANSFER REQUEST

POLICY STATEMENT

- A. The School District of New London, in an effort to ensure equitable and appropriate education for all students, has developed policy and guidelines for requests to attend an out-of-attendance area school.
- B. Assignment of homeless students will be consistent with applicable law.

POLICY PROCEDURE

- A. School attendance areas within the School District of New London will be fixed by the Board of Education.
- B. Students in five-year-old kindergarten through grade four will attend the schools located in the attendance area in which they live unless assigned elsewhere by the Special Education Department.
- C. If a change in residence occurs by the parent/guardian, an application for continued attendance must be filed within ten (10) days of the move. Students will be allowed to complete the current school year in attended building.
- D. Requests to attend an out-of-attendance area school will be considered upon the completion of a "Resident Request Application" (Exhibit 1).
- E. **Criteria for transfer request approval (Five-Year-Old Kindergarten through Grade 4):** The Administration will grant a request for transfer to a school outside the home attendance area in grades kindergarten through five if the following criteria are met:
 - 1. The education program of the student will not be adversely affected.
 - 2. Space is available in the receiving school based on educational needs and operational capacities.
 - 3. Transportation will not be provided for students attending schools outside of their home attendance areas by parental request unless under the following conditions. Pupils enrolled outside of their home attendance areas are entitled to school bus transportation if all of the following conditions are met:
 - a. While waiting for a school bus, the pupil must be located in a permanent, supervised setting. This includes child care providers and other permanent locations where the pupil has adult supervision before the bus arrives for pick-up and when the child is delivered after school.
 - b. The school bus already provides service to this location within the school attendance area.
 - c. Space is available on the school bus as determined by the Transportation Supervisor in consultation with school administration.

Approved: March 11, 2003

Revised: March 14, 2005; March 10, 2008; May 9, 2011

d. Approval would result in no additional transportation cost to the district.

F. Application procedure (Five-Year-Old Kindergarten through Grade 4):

1. Application forms will be furnished to parents/guardians, along with the Board's policy, upon request. They will also be available in each elementary school office and the District Office.
2. Applications for transfer to a school outside the home attendance area for the following school year will be accepted at any public elementary school in the School District of New London or at the District Office. The date and time of receipt must be noted on the application. Verbal applications will not be accepted.
3. Applications must be submitted in writing on appropriate district forms and be received in the District Office for final approval/disapproval.
4. Space must be maintained for anticipated attendance area enrollment increases. Out-of-attendance area requests will be denied when the school requested is at or above operational capacity.
5. Continuing enrollees will have priority over new applicants. However, no approvals will be made for more than one year at a time. Students who are approved for an out-of-attendance area school are required to reapply each year.
6. Transfers are considered an accommodation, not a right.
7. Building principals will communicate information to parents/guardians through parent group meetings, newsletters, etc.
8. Reasons for transfer requests will be monitored carefully and district staff will make a strong effort to correct identified concerns or problems leading to requests for transfer. Final approval will not be granted until after August 15th for the upcoming school year.
9. Information will be shared with area realtors, nursery schools, parent groups, and other interested citizens upon request or as is needed.

LEGAL REFERENCE: McKinney-Vento Homeless Assistance Act

CROSS-REFERENCE: Exhibit 1, Resident Request to Attend an Out-of-Attendance Area School