

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE

433.1 - ELEMENTARY INTRADISTRICT TRANSFER REQUEST

- A. Students in four-year-old kindergarten through grade four will attend the schools located in the attendance area in which they live. Educational needs identified by the District may be a consideration in providing appropriate programming in an alternate school setting. The District is sensitive to childcare issues resulting from the half-day schedule for four-year-old kindergarten. Therefore, greater flexibility in school assignments will be considered based on attendance area recommendation, class size, and transportation.
- B. 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 school year in the current building of attendance.
- C. Requests to attend an out-of-attendance area school will be considered upon the completion of *Elementary Request to Attend an Out-of-Attendance Area School* (Exhibit 1).
- D. Criteria for transfer request approval (Five-Year-Old Kindergarten – Grade 4): The Administration will consider the following criteria when reviewing requests for transfer to a school outside the home attendance area in grades kindergarten through four 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. Pending individual classroom numbers and transportation needs, students will be accepted to the outlying schools in an effort to provide balanced class sizes.
 - 4. A child will remain in the out-of-attendance school once accepted into that setting and will not be required to reapply.
- E. Transportation will not be provided for students attending schools outside of their home attendance areas by parental request unless the following conditions are met.
 - 1. The school bus already provides service to this location within the school attendance area.

2. Space is available on the school bus as determined by the Transportation Supervisor in consultation with school administration.
 3. 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.
- F. When one or more children are currently attending an out-of-attendance area school, their siblings will be accepted into that school if there is capacity.
- G. Application **procedure (Four-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 by July 1 on appropriate district forms and be received in the District Office for final approval/disapproval. Applications received after July 1 may still be considered.
 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. Transfers are considered an accommodation, not a right.
 6. Building principals will communicate information to parents/guardians through parent group meetings, newsletters, etc.
 7. 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 be granted by August 1 or earlier for the upcoming school year.
 8. Information will be shared with area realtors, nursery schools, parent groups, and other interested citizens upon request or as is needed.

ADOPTION DATE: March 11, 2003

REVISION DATE(S): March 14, 2005; March 10, 2008; March 11, 2013;
October 9, 2017; February 11, 2019

REVIEW DATE(S): December 6, 2018; February 14, 2024

CROSS-REFERENCE: Policy 433.1 Elementary Intradistrict Transfer Request
Exhibit 1 Elementary Resident Request to Attend an Out-
of-Attendance Area School

LEGAL REFERENCE: McKinney-Vento Homeless Assistance Act