

### **501.5 ELEMENTARY SCHOOL TRANSFERS**

Students are expected to attend their assigned schools. The superintendent may find it necessary to involuntarily transfer students to schools for programs, i.e., special education, which are not available at the assigned schools. Students who are involuntarily transferred shall be provided with transportation, subject to the normal rules.

When a parent or guardian requests that an exception be made to this policy, the following rules shall be enforced on a student-by-student basis case annually. All requests for an exception to this policy shall be considered "voluntary transfer requests." As such, students do not have access to school transportation.

All requests for voluntary transfer must be submitted in writing using the district form and meeting the published deadlines.

Requests are considered on a case-by-case basis. None of these require the district to approve, but may serve as grounds for consideration:

- Requests where there is a legitimate medical justification. A written statement from a medical doctor stating the specific medical reasons for the request is submitted with the request.
- Requests where a sibling or household member has been involuntarily transferred and would require the parents/guardians to have students at more than one elementary school.
- Requests where a change of residence from one area to another within the district occurs and the request is to finish the school year.
- Requests that improve class sizes.