

## IN-DISTRICT TRANSFER GUIDELINES

Students wishing to transfer within the School District of Beloit shall complete and submit an In-District Transfer Request. In-district transfer requests include the following situations:

- Students *currently enrolled* in the School District of Beloit wishing to transfer from their current resident school to another District school for the *following* year.
- Students *currently enrolled* in the School District of Beloit wishing to transfer from their current resident school to another District school within the *current* year.
- Students who have *moved* from their resident school into another school attendance area or walk zone within the School District of Beloit during the *current* school year and want their child to stay in his/her *current* school for the remainder of the *current* school year. The parent/guardian shall provide proof of residency for their new address.
- New students, *enrolling* in the *current* year, wishing to attend a school other than their resident Attendance Area or Walk-Zone Schools.
- New Students *enrolling* for the *following* school year wishing to attend a school other than their resident Attendance Area or Walk-Zone Schools.
- District initiated transfers of *current* students to specific schools based on the best educational interests of the student.

### **Procedures for In-District Transfer Requests**

1. The application period for in-district transfer requests begins the first attendance day in January and ends at 4:00 PM on the last attendance day in February.
2. Applications for in-district transfer requests must be submitted on the District's application form, and are to be submitted by a student's parent/guardian to the Central Enrollment Office.
3. Applications will be reviewed after the last attendance day in February and families will be notified no later than the end of April of acceptance to the requested school for the following school year.
4. Exceptions to the application deadlines will be made for the following special circumstances, and will be considered on a case by case basis:
  - a. Families who moved from their resident school into another school attendance area or walk zone within the School District of Beloit during the current school year and want their child to stay in his/her current school for the remainder of the current school year. The parent/guardian shall provide proof of residency for their new address.
  - b. The student is homeless in the current or immediate preceding school year.
  - c. The student has been a victim of repeated bullying and harassment, and the following apply:
    - i. The student's parent/guardian reported the bullying and/or harassment to the school's administration.
    - ii. In spite of action taken by school administration to relieve the bullying/harassment, the bullying/harassment still continues.
    - iii. The school administration and the student's parent/guardian mutually agree that the student would benefit more from the transfer rather than remaining at the current school of attendance.
  - d. The student's residence has changed as a result of a court order or custody agreement or because the student was placed in or removed from a foster home or with a person other than the student's parent.

- e. The student's attendance in a school in the nonattendance area school is considered to be in the best interest of the student. The application must justify the reasons for requesting this exception and why attendance at the nonattendance area school is in the best interest of the student.
  - i. The school administration and the student's parent/guardian must mutually agree that the student would benefit more from the transfer than remaining at the current school of attendance.
- 5. Intermediate school and high school grade students wishing to transfer to a School District of Beloit virtual school or charter school must meet the application and admission guidelines of the school.

### **In-District Transfer Request Decision Making Factors**

In-District Transfer requests will be considered in the order in which they are received, based on the space and staffing available at the requested school, and based on the special education and/or related services, including specialized transportation, set forth in the student's individualized education program that are currently available in the requested transfer school. Transfer limits in effect are based on maximum projected number of students in each class:

- Maximum projected number of students in a receiving class for transfer purposes:
 

4 year old Kindergarten – 3 <sup>rd</sup> Grade:	Not to exceed 18 students
4 <sup>th</sup> – 5 <sup>th</sup> Grade:	Not to exceed 25 students
6 <sup>th</sup> – 8 <sup>th</sup> Grade:	Not to exceed 25 students

If more requests are received for transfer to a specific school and grade level than space can accommodate, families can request their student(s) be placed on a waiting list and the following guidelines shall be used to determine which transfers are approved:

- a. The student has siblings who currently attend the school requested.
- b. The student currently attends the school requested.
- c. The date and time the In-District Transfer Request was received.

Students who have been placed on a waiting list will remain on the waiting list until an opening, based on district transfer limits, is available. If at the time of an opening, the family declines to accept the approved transfer, the student will be removed from the waiting list, and the In-District Transfer Request will no longer be active. The School District of Beloit does not carry over pending transfer requests from one school year to the next.

Approved In-District transfers are valid for the balance of the student's elementary or intermediate school educational experience at the school requested. In-District transfer requests for continuing attendance are approved for the remainder of the student's current school year at the student's current school.

All approved In-District transfers, including continuing attendance, shall be with the understanding that parents must provide transportation for the students who are transferred.

The School District of Beloit reserves the right to assign students to specific schools and to make District transfer assignment revisions.

A decision denying the request may be appealed to the Superintendent. If not resolved by the Superintendent, an appeal may be made to the Board of Education.

CROSS REF:           432 School Attendance Areas  
                           432 RULE 1 New Student Placement Guidelines

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