

ADMISSIONS  
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB  
(LOCAL)

Students shall be assigned to schools in the attendance areas in which they reside.

CLASS CHANGES

The campus principal shall be authorized to investigate and approve transfers of students from one classroom to another on that campus.

TRANSFERS  
BETWEEN SCHOOLS  
HIGH SCHOOLS

Beginning with the students who entered grade 9 in the 2009–10 school year, a student may transfer from one District high school to another District high school after grade 9, space permitting. At the end of grade 9, a transfer request must be made in writing by or before June 30 prior to the start of the sophomore year. The Superintendent or designee shall establish the transfer procedures.

The Superintendent or designee shall be authorized to investigate and approve transfers between elementary and middle schools under the following guidelines:

1. Applications for transfers shall be accepted after March 1 and shall be considered on a space-available basis.
2. Transfers are subject to the approval of the receiving school's principal, who may consider the student's attendance and citizenship records.
3. Students who are residents of the District shall have priority over students who request interdistrict transfers from another district.
4. A resident District employee may request that his or her child be transferred to the school in which he or she works or to a District campus that is geographically close to the work assignment. If the work assignment changes, however, the student must remain in the assigned school through the end of the school year. A child who is serving a suspension or expulsion from the sending campus, however, shall not be eligible for a transfer.

The employee must arrange for before- and/or after-school care, since the child shall not be permitted to wait at the work station or in the employee's classroom during this time.

5. Transfers shall be limited by the maximum enrollment levels appropriate for the administration of an effective and efficient educational program.
6. Approved transfers remain in effect for the entire school year except under the revocation conditions noted below.
7. Grounds for immediate revocation of a transfer agreement shall include:

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- a. A student's failure to be punctual; maintain good attendance; adhere to school rules, requests, and policies; maintain acceptable academic progress; or exemplify acceptable citizenship and conduct.
  - b. Over-crowded conditions.
  - c. Termination of a District employee whose child was granted a transfer based on the employee's work assignment.
8. The District shall not provide transportation for intradistrict transfer students.

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**Note:** For transfers of students who are victims of bullying, see FDB(LEGAL). For transfers of students who attend a persistently dangerous school, become victims of a violent criminal offense, or become victims of sexual assault, see FDE.

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