

## TRANSFER OF STUDENTS WITHIN DISTRICT (SPECIAL PERMISSION)

The purpose of the program is to allow requests for the special permission transfer of students outside of their regular attendance center/cluster and will be considered on an individual basis and in accordance with District policy.

Building administrators of the sending/receiving schools involved will be consulted before the transfer is approved.

Transportation for students who have been approved for a special permission transfer will be the responsibility of the parents or legal guardians.

### A. GUIDELINES FOR STUDENTS WHO MOVE

Students who move from one school attendance center/cluster to another may be granted permission for the continuation of the student to remain in the same school attendance center/cluster for the remainder of the current school year. The following year, the student will be assigned to the school attendance center/cluster based on their current address. Elementary students wishing to transfer to the new school of attendance may do so immediately, as space allows. Middle and high school students may transfer only at the beginning of a semester.

### B. SPECIAL EDUCATION, ESL, and EARLY CHILDHOOD CONSIDERATIONS

Under certain circumstances, students with special education needs may be transferred to an alternative attendance center/cluster in order to meet their Individualized Education Program (IEP). English as a Second Language students and/or Early Childhood students may be transferred to an alternative attendance center/cluster to receive services. Such permission shall be approved by the program coordinator. In these special permission cases only, the District will provide transportation.

### C. DISTRICT TRANSFER OF STUDENTS FROM HOME ATTENDANCE AREAS DUE TO EXCESSIVE CLASS SIZE

In transfer decisions, it is the intent of the District to maintain a student-teacher ratio as close to District grade level average as possible. Each year, the Superintendent will determine the average class size for each grade to be used as a guide in the approval or non-renewal of voluntary student transfers. The Superintendent may also determine a maximum allowable class size. The following year, the student will be assigned to the school attendance center/cluster based on their current address.

### D. INVESTIGATIVE CONSIDERATIONS

If an investigation indicates that the best interest of an individual student would be served by a change of attendance center/cluster, the Executive Director of Student and At-Risk Services may approve a special permission transfer to another attendance center/cluster. Building administrators of the

sending/receiving schools involved will be consulted before the transfer is approved.

#### E. HIGH SCHOOL CONSIDERATIONS

Special permission may be granted to a high school student to take a course which is not offered at his/her attendance center/cluster. Such permission will depend on class size in the receiving school and the student's schedule.

#### F. APPEAL PROCEDURE

Any request for permission to transfer a student to a school attendance center/cluster outside of his/her regular attendance center/cluster shall be made by the parents or legal guardians in writing to the Executive Director of Student and At-Risk Services. Appeals are reviewed by the Associate Superintendent for Educational and Student Services, and all decisions are final.

Legal Ref.: Code of Iowa Chapters 274.1, 279.11.

ADOPTED: 5/16/61  
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