

VOLUNTARY STUDENT TRANSFER PROGRAM

Voluntary transfers to a Waterloo school outside the regular attendance area shall be granted to a student in grades kindergarten through twelve (12) when requested by parents or legal guardians under the following general conditions when applicable.

The goal of the program is to allow students to transfer within the cluster of schools as defined by the District.

A. DIVERSITY PLAN BASED GUIDELINES

1. Each school will be grouped in a cluster of three or more schools at the elementary level and in a cluster of two schools at the middle and high school levels for the purpose of voluntary transfer.
2. Each cluster will be identified by:
 - the socioeconomic balance of a school,
 - the racial balance of a school,
 - the total number of students enrolled as of the certified enrollment date,
 - and the proficiency of the school from the fall test session with the intent to maintain the diversity of the District.
3. Cluster configurations will be reviewed every three years.
4. The number of spaces of an attendance center/cluster to receive students requesting voluntary transfer will be determined prior to applications being available.

B. APPLICATION PROCESS AND PROCEDURES

1. The receiving and sending schools must be in the designated cluster as outlined in the transfer process.
2. Students participating in the Voluntary Student Transfer Program will need to reapply when moving from elementary to middle school and from middle school to high school.
3. Applications will be made available to each school building and also at the Education Service Center, 1516 Washington St. for anyone wishing to apply.
4. The voluntary transfer application period will remain open for a predetermined amount of time and notification of approval or denial will be mailed to the families upon completion of the process.
5. Transportation is the responsibility of the parent/legal guardian; however, parents may complete a Discretionary Transportation Application request form which will be reviewed by Durham and an approval/denial notice will be sent to the parent/legal guardian.

6. Applications for the fall semester must be completed before the published deadline determined by the Student Services Department.
7. Parents of middle school and high school students wishing to cancel a Voluntary Transfer must submit their request in writing prior to the end of the first semester. The Executive Director of Student & At-Risk Services will review the request to ensure space availability. Parents of elementary students must submit their request in writing prior to the end of a tri-mester.
8. If an investigation indicates that the best interests of an individual student would be served by a change of attendance center/cluster, the Executive Director of Student & At-Risk Services may approve a transfer to another attendance center/cluster. Building administrators of the sending/receiving schools involved will be consulted before the transfer is approved.
9. Voluntary student transfers are subject to revocation if violations of the Conduct Code or Attendance policy occur.

C. GUIDELINES FOR STUDENTS WHO MOVE

1. Students on voluntary transfer, 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 through 5th grade in the case of elementary students and through 8th grade in the case of middle school students. Freshmen and sophomore high school students may remain through the current school year. The following year, the student will be assigned to the school attendance center/cluster based on his or her current address. Junior and senior level students, who move from one school attendance center/cluster to another, may be granted permission for the continuation of the student in the same school attendance center/cluster for the remainder of the current school year and, as applicable, the following school year as a senior. Transportation is the responsibility of the parents or legal guardians.
2. Students on voluntary transfer who move out of the District and return to the District during the same school year may re-enroll in the school they previously attended.
3. Students on voluntary transfer who move out of the District and return to the District in a subsequent school year must attend the attendance center/cluster based on their current address. The student may reapply for voluntary transfer within their attendance center/cluster for the next school year, if applicable.

D. ATHLETIC PARTICIPATION

Athletic participation will be determined in accordance with the District and State Athletic Transfer Rule.

E. 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 & At-Risk Services. Appeals are reviewed by the Superintendent, and all decisions are final.

Legal Ref.: Iowa Code §§ 279.11.

Cross Ref.: 501.6 School Attendance Areas
501.7 Assignment of Students
510.5 Athletic Transfer Rule

ADOPTED: 8/68
3/11/74
1/23/84
7/9/90
1/10/00
1/22/01
7/11/05
4/14/08
10/26/09
6/11/12
7/10/17

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