

PETITIONS FOR TRANSFER OUTSIDE THE ASSIGNED AREA SHALL:

- be in writing on the Transfer Application available on the district website or electronically at <https://ucpsncc.scribborder.com>, if available;
- be delivered or mailed to the Office of School Assignment. Documentation supporting the request must be provided. No request for a transfer will be considered until all requested documentation is received.

All transfers are only valid for the school year for which the transfer is granted and reapplication must be made for the next school year, except for sibling transfers, employee transfers, medical necessity, school choice assignments, unsafe school transfers, homeless students or students in foster care which will remain in effect consistent with legal requirements or as noted below. For example:

- Employee, Medical Necessity, and School Choice transfers remain in effect until the terminal grade (i.e. 5th, 8th, and 12th);
- Sibling transfers for middle and high school students remain in effect until graduation from high school; and
- Sibling transfers for siblings of exceptional children or DLI students remain in effect so long as the sibling is in that program.

The Board will recognize change of legal custody from parents to other persons only if legal custody has been modified by decree or order of a court of competent jurisdiction. The parent(s) or person(s) having legal custody are responsible for transportation for such students to schools located outside the attendance area of residence, except for some Special Program Schools where transportation is provided by the District.

East Elementary and Walter Bickett Elementary Schools are exceptions to the rule that parents provide transportation if living out of district. Due to the large number of students moving between East and Walter Bickett attendance areas during the school year and the close proximity of those two schools, regular school bus services will be provided children moving from the East Elementary attendance area to the Walter Bickett attendance area and vice versa during the school year. The special transportation will be provided only during the school year in which the move is made. Students must attend the school in the district where the parent lives the next school year.

PUPIL TRANSFER CRITERIA

1. In reviewing a request for transfer, the Board shall consider the following criteria:
 - a. The best interest of the child;
 - b. The orderly and efficient administration of the schools;

- c. The proper administration of the school to which the transfer is being requested; and
 - d. The instruction, health, and safety of the students enrolled at the school being requested.
2. Application for transfer to an attendance area other than the one in which a student lives must be made to the Office of School Assignment, who will consider the application. Additional documentation may be requested. The principals of both schools may be consulted during the process. Guidance counselors, attendance aides and others may also be consulted.
 3. The availability of classroom space will be a consideration when acting upon transfer requests.
 4. Students may not enroll in the school being requested until approval of the transfer has been obtained.
 5. Any student who is granted a transfer and whose behavior or attendance (including full and partial day absences, and tardy arrivals) is later judged by the principal to be unacceptable will have his/her transfer revoked.
 6. It is the responsibility of the principal to verify the domicile of each student in his/her school, beginning with those who transfer from another school district or attendance area.
 7. Each principal shall be responsible for determining that no student is enrolled in violation of this policy.
 8. **Any student who is granted a transfer under this policy will not be eligible for transportation, unless required by law.**
 9. Any transfer approved under this policy will expire at the end of the academic year for which it is granted, unless specifically noted.

APPEALS

Policy 1-18 -*Appeals* affords the parent/guardian/custodian and/or student the right to appeal decisions related to student assignment to the Board of Education. Appeals of school assignments will be considered by the Board in closed session. Parents/custodians/guardians and/or students may submit written documentation or sworn affidavits to support their case, but they will not appear before the Board. Such appeals should be made in writing and mailed or hand-delivered to the Superintendent within 15 calendar days of being notified of the Superintendent's decision. All hearings will be heard by Board panels except when a full Board hearing is required by law. Once the hearing is complete, the Board Panel will deliberate and make a recommendation to the full Board of Education at their next regular meeting. Parent/guardian/custodian and/or student will be notified of the Board of Education's decision.