

A transfer request must be received by August 10 to be considered for placement during the fall semester. Approvals for placement for the fall semester shall not be made after the second week of school (i.e., the second week of the fall semester). A student must be enrolled in his or her transfer school by the end of the second week of school. If an approval is granted during the second week of school, the student shall be given a one-week extension to enroll in the transfer school. Failure to enroll by the specified time shall result in revocation of the transfer.

A transfer request received between August 11 and November 15 shall be considered for placement during the spring semester. Approvals for placement for the spring semester shall not be made after the end of the second week of the fourth six weeks (i.e., the second week of the spring semester). A student must be enrolled in his or her transfer school by the end of the second week of the spring semester. If an approval is granted during the second week of the spring semester, the student shall be given a one-week extension to enroll in the transfer school. Failure to enroll by the specified time shall result in revocation of the transfer.

Application to magnet or application programs must be received by the program's director/administrator no later than the deadline determined by each program of the preceding school year. In the event of an extenuating circumstance, an application submitted after the deadline may be considered by the program's director/administrator.

A written request must be received in the office of student services according to the deadlines specified at Dates and Deadlines, above. The availability of space shall be determined, and the transfer request shall be approved or referred for further consideration subject to the provisions of this policy.

A sibling transfer request may be made for the sibling of a student who is, or will be attending the requested school at the same time on an approved transfer. A transfer request must be submitted for each sibling affected. A sibling transfer shall be granted if the request is submitted by the priority deadline and space is available pursuant to the definition of availability in policy FDA(LOCAL) (i.e., not frozen). After the priority deadline, the transfer shall be allowed if space and staff are available. To receive priority consideration for a sibling transfer, the request must be received no later than the last business day in January of the preceding school year.

A student who has a history of at least two unbro]Mll in m i

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school) in order to remain with his or her peers. A tracking transfer shall be granted if the request is submitted by the priority deadline and space is available pursuant to the definition of availability in policy FDA(LOCAL) (i.e., not frozen). After the priority deadline, the transfer shall be allowed if space and staff are available. To receive priority consideration for a tracking transfer, the request must be received no later than the last business day in January of the preceding school year.

The tracking transfer shall not apply to a student who has moved and who wishes to seek a transfer back to the same school he or she was attending prior to the move. In this situation, the student must seek a general transfer. All requirements of the transfer policy shall apply.

Tracking transfers shall not apply to transfers to a school to attend an application-based program, including a magnet program. Students attending a magnet or application-based program shall attend their home school upon completion of the program or submit a general transfer to another school.

Majority-to-Minority
Transfer

A student may transfer from a school where the student's ethnic group is over 50 percent of the school's population to a school where the student's ethnic group is under 50 percent of the school's population. The purpose of the majority-to-minority transfer is to complement the District's student assignments and promote diversity throughout the District. A majority-to-minority transfer shall be granted if the request is submitted by the priority deadline and space is available pursuant to the definition of availability in policy FDA(LOCAL) (i.e., not frozen). After the priority deadline, the transfer shall be allowed if space and staff are available. To receive priority consideration for a majority-to-minority transfer, the request must be received no later than the last business day in January of the preceding school year.

For the purpose of majority-to-minority transfers, two ethnic groups are defined as follows:

1. Black (and not of Hispanic origin) and Hispanic students.
2. American Indian/Alaskan Native, Asian, Native Hawaiian or other Pacific Islander, and White (and not of Hispanic origin) students.

Application Program
Transfers

Students who want to transfer into any program that requires an application shall submit the application directly to the requested program's director/administrator. Approval of an application, through meeting application requirements, shall be subject to the

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general provisions of the transfer policy and depend upon availability of space and class-size caps at the specific school. If approved, the student shall enroll and maintain participation in the program for which the transfer is granted. If the student withdraws from the program or the transfer is revoked, he or she shall return to the home campus at the end of the semester. If the school is not frozen, a general transfer request may be submitted for a comprehensive program at the school and shall be processed on a first-come, first-served basis with other requests.

An application request must be submitted to the requested program no later than April 15 of the preceding school year, or earlier if specified in the program's requirements, to be considered. In the event of an extenuating circumstance, an application submitted after April 15 may be considered by the program's director/administrator. ~~Multiple requests have also been made for~~ a sibling, tracking, majority-to-minority, or general transfer, approval into a magnet program supersedes a []

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of the letter. If the associate superintendent denies the request, an appeal may be made first to the Superintendent in accordance with

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The Board may apply the following grandfather provisions for a limited time after policy changes:

1. A student entering grade 5, 6 (if in an elementary school), 8, or 12 shall be eligible to stay at his or her current school.
2. A sibling of an entering grade 5, elementary grade 6, grade 8, or grade 12 student in the same category as above and who is currently enrolled in the same school shall also be eligible to attend his or her current school until the youngest sibling completes the last grade offered on that campus.
3. For a high school student assigned to a newly opened high school, an entering grade 11 or 12 student will remain at his or her present school. For a high school student reassigned from one existing high school to another, an entering grade 11 or 12 student will be eligible to stay at his or her present school.
4. No transportation sent to