

Student Transfers

TRANSFER REQUEST

Students assigned to a JCPS school may request a transfer to another school in the district. The student transfer application may not be used to apply to a magnet school, magnet program, or optional program.

If a student transfer application is approved, the parent/guardian is responsible for transportation. A student may use existing JCPS transportation as long as there is space, and a safe route to the bus stop from home as determined by the District Transportation Department; however an additional stop may not be added. Access to transportation may be removed by the Transportation Department at any time due to lack of space on a bus.

One or more of the following factors may be used when considering a student transfer application - school/program capacity; the programmatic needs of the student; a student's academic, attendance, and disciplinary records; childcare; extenuating circumstances of the student and/or the family; assignment of a student's siblings; and the school's diversity index in relation to the district's guideline. The existence of one or more of these factors does not guarantee that a transfer request will be approved.

APPEAL OF DENIAL OF TRANSFER APPLICATION

If a transfer application is not approved, the parent/guardian will be informed in writing of the appeal process, which allows the parent to submit an appeal in writing stating the reasons for appeal. This appeal must be received within fourteen (14) days of the date of the transfer denial letter.

REVOCATION OF TRANSFER

High School

High school approved transfers remain in effect for the duration of the student's high school career. High school transfers that are approved through the appeals process will be reviewed on a yearly basis according to the student's successful attendance, grades, and behavior. These transfers can be recommended for revocation by the principal and can only occur at the end of the school year.

Middle School

Middle school approved transfers remain in effect for the duration of the student's middle school career. **Middle school transfers that are approved through the appeals process will be reviewed on a yearly basis according to the student's successful attendance, grades, and behavior. These transfers can be recommended for revocation by the principal and can only occur at the end of the school year.**

~~A transfer may be recommended for revocation by the principal if the student does not maintain successful attendance, grades, and behavior. A revocation of transfer can only occur at the end of the school year.~~

Elementary School

An elementary school approved transfer shall remain in effect for the duration of the student's elementary school career. A transfer may be recommended for revocation by the principal for

one or more of the following reasons: unsatisfactory attendance (including **excessive** absences and tardies); early drop-offs (when not authorized in advance by the principal); late pickups (when not authorized in advance by the principal); unsatisfactory grades; and unsatisfactory behavior. A transfer may also be recommended for revocation if a parent/guardian does not support plans for improving student attendance, grades, and behavior. Transfer revocations can only occur at the end of the school year **by submitting the request to Student Assignment to the Office of School Choice for approval.**

APPEAL OF REVOCATION OF TRANSFER

A parent may appeal the revocation of a transfer to the principal. If the principal denies the appeal, the parent may appeal the decision to the Supervisor of Student Services Office of School Choice, whose decision shall be final.

~~A parent/guardian who wishes to apply for a change in the school assignment for their child must complete the online application form available on the website of the District Office of Student Assignment during the transfer application period. Approval of a transfer request shall be based on the criteria and processes established by the Office of Student Assignment, which are available for review on the website. The student transfer process shall be implemented in accordance with the District Student Assignment Plan as approved by the Board.~~

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