

Student Transfers

TRANSFER REQUEST

A student assigned to a District 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, optional program, or an alternative education program under 704 KAR 19.002.

If a student transfer application is approved, the parent/guardian is responsible for transportation. A student may use existing District transportation if there is space, and there is a safe route to the bus stop from home, as determined by the Transportation Department; however, an additional stop may not be added to accommodate a transfer student.

The following factors shall be utilized to determine student eligibility for a transfer:

- Elementary School– Available capacity
- Middle and High School– Available capacity; 2.0 GPA; 90% attendance; no behavior suspensions for the current year or the previous year

The Office of School Choice shall establish annually a date after which no transfer applications will be accepted for that school year.

WAITING LIST

The Office of School Choice shall develop a waiting list process for students whose applications are denied due to available capacity at a school.

APPEAL

If a transfer application is not approved, the parent/guardian will be informed in writing of the appeal process. The appeal process allows the parent to state the reasons for reconsideration of the transfer request. The appeal must be received within five (5) business days of the date of the transfer denial letter. The decision of the Office of School Choice regarding an appeal shall be final.

REVOCATION

Once a transfer is approved and the student is enrolled, a student may remain enrolled at that school until the student reaches the terminal grade offered by the school, as long as the transfer has not been revoked. A transfer may be revoked in the following circumstances:

Elementary School

A transfer approved through the transfer application process shall remain in effect for the duration of the student's elementary school career. A principal may request an out-of-cluster transfer be reviewed by the Office of School Choice if the lack of District transportation results in excessive absences, tardiness, early drop-offs, or late pick-ups. A transfer revocation may only occur at the conclusion of the school year.

Middle School and High School

A transfer approved through transfer application process shall remain in effect for the duration of the student's middle school or high school career. A transfer that is approved through the appeal process will be reviewed annually at the conclusion of the school year to determine the student's continuing eligibility based on attendance, grades, and behavior. A transfer approved through the

appeal process may be recommended for revocation by the principal to the Office of School Choice, which will make the final determination. A transfer revocation may only occur at the conclusion of the school year.

Requirements for Recommendation of Revocation

The Office of School Choice shall establish a standard transfer revocation process that shall be followed by a principal requesting revocation of a student transfer. The process shall include:

- A minimum number and type of contacts to be made by the school to a parent/guardian regarding the circumstances that may warrant a student transfer revocation;
- The timeline and substance for notifications to a parent/guardian; and
- The process by which the school shall recommend a transfer revocation to the Office of School Choice.

The Office of School Choice shall make the decision regarding the revocation of a transfer, and shall be responsible for communicating that decision in writing to the parent/ guardian.

The Office of School Choice shall monitor and provide annual transfer revocation trend data to schools.

Revocation Appeal

A parent/guardian may appeal the revocation of a transfer to the Office of School Choice. The Student Services Committee, staffed by Office of School Choice, shall review the appeal in collaboration with the school's principal/designee. The decision of the Student Services Committee shall be final.