

## UP-ISLAND REGIONAL SCHOOL DISTRICT TRANSFER POLICY

### INTRA-DISTRICT TRANSFERS

*(To transfer from one UIRSD school to another UIRSD school)*

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To obtain an in-district transfer, a parent or legal guardian must submit a written request and give it to the principal of the school from which the student wants to leave (the sending school) in accordance with the district policy. That principal must forward the transfer request to the principal of the school to which the student wishes to attend (the receiving school). Both the sending and receiving principals will confer before a transfer is approved.

The parents and students requesting a transfer must agree to abide by the receiving school's standards for academic progress, attendance, and discipline. A transfer may be revoked should problems in attendance, academic effort, or behavior occur.

#### TIMELINES

Transfer timelines will be as follows:

1. All requests must be received by the sending school no later than June 1st in order to be considered for the following year.
2. Schools will select and notify all applicants by June 15th of their request to be considered for a transfer enrollment. Successful applicants must notify each school by June 21st as to which school they will attend in September.
3. Transfer requests for movement during the school year will not be considered except under exceptional circumstances.
4. If there is a need to conduct a lottery to decide which students will be allowed to transfer than a special school committee meeting will be held.

#### SCHOOL YEAR COMMITMENT

When you apply for a transfer, it is important for you to understand that this is a one year commitment. This means that if you decide that the school is not a good fit for your student, a change cannot be requested until the next transfer cycle for the following year.

#### LENGTH OF TRANSFER

Transfers are valid to the highest grade of the school. Students do not need to reapply each year.

### **LOTTERY SELECTION**

If there is not room at the receiving school to accommodate all students who wish to transfer a lottery selection will be used. A priority for the lottery will be given to:

- Co-enrolled siblings
- Students of faculty members

{Adoption Date} 10.24.2005 by the UIRSD School Committee

CONTRACT REFS.:

Revised:

CROSS REFS.:

LEGAL REFS.:

1 <sup>st</sup> Reading	-	June 20, 2005
2 <sup>nd</sup> Reading	-	September 19, 2005
3 <sup>rd</sup> Reading	-	October 24, 2005