

HIGH SCHOOL STUDENT TRANSFER POLICY – ADMINISTRATIVE GUIDELINE

Transfer criteria:

1. Family Move

Students whose parent(s)/guardian(s) move during the regular school year into the other high school's attendance area may complete that school year in the high school in which the student was enrolled prior to the move.

2. Requests from Outside Agency

Requests from juvenile court, social and rehabilitation services, or a mental health center may be approved when the transfer will improve the student's educational welfare and it is in the best interest of the student and the School District.

3. Family Hardship

Transfers for hardships in the family, such as dissolution of the family unit by divorce, placement of a student outside the home, documented abuse, or other special circumstances involving change of family structure, may be approved if in the best interest of the student and the School District.

4. Special Education

The District 202 Student Services Department will assign pupils to appropriate special education programs through staffing procedures. They may assign students without processing them through the regular transfer process.

5. Psychological, Emotional, Health, or Social Needs

Based upon documented supporting evidence, a transfer application may be filed on the basis of psychological, emotional, health, or social needs. A statement prepared by a licensed doctor, psychiatrist, psychologist, or social worker will be required to state explicitly the nature of the need and why the school transfer will be more beneficial to the student. The District may require the student to see a doctor or other professional of their choice at the District's expense if deemed appropriate. In addition, the district will seek information from the current home school's certified and non-certified staff as part of the process for determining approval or denial of the transfer.

6. Administrative Placement

Under special circumstances, the Superintendent of Schools or his/her designee reserves the right to place a student in a high school other than the high school designated by the student's residence if in the best interest of the student and the School District.

Transfer procedures:

A request for a transfer to a high school outside a student's assigned attendance area for the next school year must be based upon exceptional circumstances and for justified reasons. The transfer request must be submitted no later than *June* 1 of each year to the Office of the Superintendent on the forms provided by the School District. All requests will be considered and notification made prior to the start of the new school year.

All applicants for transfer will be reviewed and either approved or denied by the Superintendent pursuant to the Plainfield School District 202 Board of Education policies and their guidelines. Appeal of any decision by the Superintendent must be made within five (5) working days. The decision of the Superintendent is final unless appealed.

As a condition for the approval of any voluntary transfer request, the requesting party will be required to sign a transportation waiver form provided by the District. This waiver acknowledges that any right to free transportation that student may otherwise have by reason of Board Policy or state statute is waived.

It will be the responsibility of the parent(s) to work with the Athletic Director's Office prior to the transfer in determining athletic eligibility for the student. Provided the student is eligible in accordance with IHSA rules and regulations, secondary school students who have been approved for voluntary transfer will be permitted to participate in interscholastic activities.

Adopted August 20, 2007