Transfer Guidelines

Building administrators will administer the attendance boundary policy as established by the Board of Trustees. Students are required to attend the school in the attendance area in which their parents/guardians reside.

As space allows, in-district requests will be considered on a first-come, first-serve basis subject to established procedures. A lottery will be held if necessary after the deadline for submissions has passed. A student will only be allowed one transfer during a school year.

Requests for transfers to a school outside of the student’s attendance area will be accepted only on a space available basis according to building capacities and/or according to the following pupil/teacher ratios. At the elementary level, to allow for growth within the school’s home attendance area, these transfer pupil/teacher ratios are as follows:

- Kindergarten, grades 1, 2: 23
- Grade 3: 24
- Grades 4-5: 30

At the secondary level, to allow for growth within the school’s home attendance area, core classroom size per grade level is the standard used to determine maximum enrollment as per Policy 601.3 Class Size and Load. When considering transfers only, the following pupil/teacher ratios will be used:

- Grades 6-12: 30
- Grades 6-8 Alternative: 18
- Grades 9-12 Alternative: 18

The following procedures shall be followed regarding requests by resident students to attend a school outside of the student’s attendance area:

- Parents complete the application form and submit to sending campus principal for first time approval. Subsequent requests will go directly to the receiving school principal.
- If approved by sending campus principal, the application will be sent to the receiving campus principal.
- If the receiving campus principal approves the transfer, an approval letter will be sent by the receiving campus to parents/guardians within sixty (60) days. Copies of the approval letter will be sent to the sending campus and the Regional Director.
• If denied, a denial letter will be sent by the receiving campus to parents/guardian within sixty (60) days. Appeal procedures will be noted.
• The student’s parent or guardian must apply annually for a transfer.
• The student will only be allowed one transfer during a school year with the understanding that the approved transfer does not guarantee specific classes.
• State and district athletic eligibility rules and regulations govern participation in athletic and activity programs. In no case is an employee of the District to recruit students outside of their attendance area. Discipline for violation of this policy may involve actions up to and including dismissal.
• Transportation is to be provided by the parent or guardian.

This transfer policy will not apply to programs or schools which are subject to their own enrollment procedures. (i.e. Schools of Choice, CTE programs, etc...)

Acceptable reasons for requesting a transfer include, but are not limited to:
• Student has had a change of residence and is requesting a transfer to remain at present school until the end of the current school year
• Student has been attending the receiving school and would like to remain for final year (5th, 8th, 12th), excluding boundary changes
• Pending acquisition of another home with the move to be completed within the current school year and necessary documentation is attached to the request for transfer
• Parent is a district employee
• To allow siblings to attend the same school concurrently
• Classes available only at a specific campus
• Day care located in close proximity to receiving campus

Reasons for denial of a transfer include, but are not limited to:
• Overcrowded condition at receiving campus or requires employment of additional staff
• When class sizes meet the transfer pupil/teacher ratio defined above
• Documentation of poor academic performance, poor attendance, late arrivals, late pick-ups, and/or disciplinary infractions at home campus
• For purpose of participating in an extracurricular activity at receiving campus
• Previous transfer already granted for the year
• Falsification of information
• Failure to meet established deadlines
• Failure to meet district criteria for transfer
• Fines are owed at home campus
• Student safety

If the transfer is denied, the parent or guardian may appeal the decision to the regional director. The decision of the regional director is final.

Reasons for revocation include, but are not limited to:
• Repeated disciplinary infractions or the student commits a disciplinary infraction which results in expulsion proceedings
• Documented pattern of poor academic performance, late arrivals, late pick-ups and or poor attendance
• Falsification of information: this will result in the student being immediately unenrolled and returned to their boundary school
• Overcrowding that requires the student to move back to the boundary school Power of Attorney

The residence of the parent or legal guardian determines the residence of their child(ren) except for court ordered placements. Residing with a parent or legal guardian (through Power of Attorney) shall be defined as actually living in said residence for not less than five (5) nights during each school week. Students who live with guardians, who reside outside Joint School District No. 2 boundaries, will be considered as nonresident and/or out-of-district.

A student who plans to participate in a varsity sport governed by the Idaho High School Activities Association (IHSAA) should review IHSAA rules prior to submitting a Power of Attorney form. Certain school transfers will lead to a student being ineligible to play at the varsity level for at least one year.

Out-of-District Transfer (Open Enrollment)
A student’s parent/guardian must apply annually for admission to a specific school. Nonresident and/or out-of-district pupils who are placed by court order under provisions of the Idaho Youth Rehabilitation Act or the Child Protective Act, and reside in licensed homes, agencies and institutions shall be received and admitted by the school district in which the facility is located. Homeless children and youth, as defined by the McKinney- Vento Homeless Assistance Act. Please refer to policy 501.60 Homeless Students.

As per Idaho Code 33-1402, “The application, accompanied by the pupil's accumulative record, must be submitted to the receiving school district by February 1 for enrollment during the following school year, and notice of such application given to the home district. The receiving school district, or the receiving school within the home district, shall notify the applicant within sixty (60) days and, if denied, must include written explanation of the denial. Upon agreement between the resident and the nonresident school boards, or between the affected schools within the home district, the deadlines for application may be waived.”

The superintendent or designee may deny an out-of-district transfer request when such enrollment would have a negative impact on the efficient use of District resources. The Superintendent or designee may set numerical limits defining hardship for schools, grade levels, or programs to provide for appropriate and efficient use of facilities and staff.

A student who plans to participate in a varsity sport governed by the Idaho High School Activities Association (IHSAA) should review IHSAA rules prior to submitting an out-of-district transfer application form. Certain school transfers will lead to a student being ineligible to play at the varsity level for at least one year.

Date of Revision: 9/8/09; 07/20/10; 5/08/12; 10/25/16; 09/11/18

33-512, 33-2001, 33-1405