

ADMINISTRATIVE REGULATIONS / PROCEDURES
FOR INTRADISTRICT STUDENT TRANSFER REQUESTS - HIGH SCHOOL

Intradistrict transfers at the high school level are limited to those which meet the following criteria:

- The intradistrict transfer will not negatively affect the overall enrollment balance, i.e., students will not be allowed to transfer from the smaller school to the larger.
- The transfer request will not negatively affect the proportion of interdistrict transfer (Milwaukee) students relative to the general population in either school.
- The transfer request will not negatively affect the proportion of students with special needs, i.e., those receiving special education or ESL services, relative to the general population in either school.

The exception to the above criteria applies in cases where a student has a sibling who attended the school for which the transfer is being requested. In such cases, grandfathering of younger siblings to attend the requested high school may be permitted.

PROCEDURES:

- Requests for students to attend a high school outside of their home attendance area are to be made by the parents or legal guardians on the appropriate forms available in any school office or at the central administration building, 12121 W. North Avenue (Student Services Department).
 1. Present the completed request to the Student Services office, 12121 W. North Avenue, no later than **March 1**.
 2. The Director of Student Services will review the transfer request and make final determinations. Requests may be rejected due to ongoing behavioral problems, truancy, or if space is not available at the requested site.
 3. Parents will receive responses no later than **April 1**.
- Transportation to attend schools is the responsibility of parents/guardians.
- Student enrollment in the schools involved will be the primary consideration in granting a transfer request.
- Once approved, transfers will remain in effect until graduation; unless continuation of the transfer would result in overcrowding of the school or class requested.
- In the event of overcrowding at a site as identified by the administration, students who are residents of the attendance area of the affected school have preference in enrollment.
- Transfers may be withdrawn for failure to follow school rules and attendance policies.
- A parent may request return to the home attendance area school at a time mutually agreed upon between the school and parent. Most returns will be required to occur at the start of a new semester or the following school year.
- If the requested transfer involves a student with an Exceptional Educational Need who has a current Individualized Educational Program (IEP), the Director of Student Services will review the IEP to determine if the plan can be delivered in the school site requested.
- If the request involves the transfer of a student with limited English proficiency and who is receiving English as a Second Language services (ESL), the ESL teacher will be consulted.