

Superintendent's Rule 5126

(replaces current Rule 5126)

The Board of Education shall establish geographic attendance zones. The Superintendent or designee shall assign each student to the student's zoned school unless the Superintendent or designee determines that the student shall be assigned to a different school in the best interests of the school system or the student. Parents/guardians may request a transfer for their child to a school other than the one to which he or she is assigned in accordance with these Rules. All requests for transfers for the following school year must be received by the Office of Student Services by the last business day in March.

A request for a transfer by a parent or guardian shall be considered by the Superintendent or designee only if there is space available in the receiving school, including in the specific grade or program of studies, as determined by the Superintendent or designee.

If there is space available, then a transfer may be granted by the Superintendent or designee only if at least one of these conditions is met:

- 1) A student who changes bona fide residence within the county after the start of the second semester may request to complete the school year at the school in which the student is currently enrolled. The parent/guardian must provide proofs of residency at the new address and complete the School Change Request Form for the transfer back to the current school to be considered. The student must enroll the next school year in the school in his or her new attendance zone.
- 2) A student who changes bona fide residence to a location outside the county after the start of the second semester may request to complete the school year at the school in which the student is currently enrolled. The student shall be charged tuition. The parent/guardian must complete the School Change Request Form for the transfer back to the current school to be considered. The student must enroll the next school year in the school in his or her new attendance zone.
- 3) A senior in high school who changes bona fide residence to a location in or out of the county at any time during the school year may complete the school year at the school in which the student is currently enrolled. Out of county students shall be charged tuition. The parent/guardian must complete the School Change Request Form for the transfer to be considered.
- 4) A student whose parents/guardians have entered into a contract to build, buy, or lease a home in a different school attendance area than that of the student's assigned school within the first 90 days of the start of the school year may request reassignment to the school in the projected attendance area. The parent/guardian shall notify the new school upon moving into the new home. The parent/guardian shall be required to complete the Prospective Homeowner Application form prior to enrollment.
- 5) A student who resides in the county and whose parent or guardian is a certificated full-time, school-based employee may request a transfer to the school in which the parent/guardian is employed on a full time basis. If the employee changes employment location, the student may finish the current school year at the school in which he or she has been enrolled.

- 6) A student who resides out of the county and whose parent or guardian is a certificated full-time, school-based employee may request to enroll in the school in which the parent/guardian is employed on a full time basis. If the employee changes employment location, the student may finish the current school year at the school to which he or she has been enrolled. The parent/guardian shall be responsible for paying the applicable tuition.
- 7) A student may request a transfer for an academic course of study not offered within the student's zoned school. Academic courses of study under this Rule do not include JROTC and other courses offered at each school in which there may be differences in academic focus among the schools.
- 8) Unusual hardship cases not stated above shall be considered on a case-by-case basis. Such exceptions will not be granted for issues common to large numbers of families, such as the need for a particular schedule, sibling enrollment, redistricting, or day care issues.

A student who is transferred to a school other than the zoned school on or prior to the first day of school shall not be eligible for interscholastic athletics for the one school year. A student who is transferred to a school other than the zoned school after the first day of school shall not be eligible for one full calendar year from the date the student is initially enrolled.

Any student reassigned by the Superintendent or designee to a school other than the zoned school may be eligible for transportation services from the school system. Students granted transfers to a school other than the zoned school shall not be eligible for transportation.

The Superintendent or designee retains the authority to rescind the granting of a transfer at any time. The considerations used in this determination may include, but are not limited to, behavioral concerns of the student, attendance issues, academic performance of the student, or school over-enrollment.

Transfer approvals shall be reviewed annually by the Superintendent or designee. The approval of a transfer request is not a guarantee of future approvals.

The Superintendent retains the authority to remove a student from the school system if the student is enrolled in the school system through fraud, including fraudulent documentation of proof of residency. The parent/guardian of any student removed from the school system under this provision may be charged tuition for the time the student was fraudulently enrolled.