

## STUDENT ASSIGNMENT AND INTRA-DISTRICT TRANSFER

The following Regulation for 7:30, Student Assignment and Intra-District Transfer serves as the administrative guide in assigning students to schools. The following protocol is used for the placement of students to schools: (1) Home school attendance; (2) Administrative Transfer; and (3) Open Boundary (Choice) School Enrollments. The Regulation is intended to balance elementary class sizes and to utilize the available district resources.

### Administrative Transfer

#### **Voluntary Administrative Transfer (at request of Principal)**

In order to maintain class sizes, a principal may request parents of a specific grade level to consider a voluntary administrative transfer to another school outside of the normal home attendance area of the school that has smaller class sizes.

#### **Involuntary Administrative Transfer**

Involuntary transfers of a child to another school outside of the home school may be required if voluntary transfers do not bring the class size within limits. The transfers will be made based on the latest date of enrollment for new student enrollments. Involuntary administrative transfers will apply to new enrollments of families first, so that all children within the family may be considered, followed by new individual student enrollments.

In all cases of voluntary or involuntary administrative transfer:

1. The child may attend the school to which they transferred for the entire school year.
2. The sending school principal will inform the parents of the elementary school to which a student will be transferred.
3. The possibility of transferring other siblings in the family to the receiving school if class size permits. Every effort will be made to keep family siblings in the same school.
4. Transportation to be provided to and from the school to which the child transfers.
5. Parents may request by May 1 that their child be permitted to return to their home school the following school year, if class sizes in that school permit.
6. Parents may request by May 1 that their child be permitted to remain at the school to which they were transferred, if class sizes in that school permit.
7. The right to return back to the home school if class size drops below the upper limit of the class size policy. This will be offered to those who first transferred and will be based upon the transfer enrollment date. Should an opening be available in the home school classroom, the parent will be contacted by the sending principal (based on the date and time of student registration). The first student moved out will be the first contacted to return to the original home school. The parent may elect to leave the student at the new assigned school, return the student immediately to the home school, or inform the principal their child will return to the home school beginning the following academic year should an opening be available.
8. When new students are enrolled after the start of the school year, consideration will be given to the subsequent grade levels classroom caps. If the student entering will cause the class cap to be exceeded the following year, an administrative transfer may be utilized.

For children who leave the district for extended periods of time, the class enrollment will be held for eleven (11) school days. If a student has not returned to the district following the eleven (11) days, the student's class enrollment will be available to other students who have been administratively transferred or to another new enrolling student.

### **Open Boundary (Choice) School Enrollment**

#### **General Guidelines**

1. Parents of students enrolled in grades K-5 may request a reassignment for their child/children from the school in their assigned attendance area to any other elementary (K-5) school in the District.
2. Requests for the transfer of students shall be submitted to the principal of the school to which the parent is seeking their child's reassignment. Consideration shall be given to requests on a first-come, space available basis.
3. The Superintendent may allow reassignment at any time when, in his/her judgment, the best good for the student would result.
4. District transportation will not be provided for students who have chosen to attend a school other than the one designated to serve that part of the School District in which the student resides.
5. Parent commitment for reassignment would generally be for the entire school year.
6. Reassignment will normally permit continued enrollment until the child completes fifth grade. A parent need not reapply annually once the initial application has been approved.
7. Reassignment need not be requested for all children in the same family.
8. Cumulative records are to be transferred to the receiving school on or before the second week of school.
9. Parents may not receive a final decision regarding open boundary reassignment until the sixth day of enrollment.

#### **Notification of Parents/Students of Open Boundary (Choice) Enrollment Option**

The Parent-Student Handbook shall include information about the open enrollment policy with directions for making application.

#### **Acceptance of Applications for Reassignment of Open Boundary (Choice) Enrollment Students**

Applications for school reassignment are available in each school office. Completed applications shall be received from May 9 (date and time stamped by the school office on the day received) through May 20 by the school to which the student is seeking reassignment.

Applications shall be grouped by school to which reassignment is being requested and submitted to the Superintendent by May 27.

**Parent Notification**

Families whose children are administratively transferred to another school will be notified by the receiving principal no later than the first day of a new school term, or as soon as possible if enrolling during a school year. The receiving school principal shall notify, by mail, all the parents who have submitted an application for school Choice reassignment to their school of the acceptance or denial of their request following the sixth day of enrollment.

**Class Assignments**

The building principal or assistant principal shall assign students to specific classes.

CROSS REF: Policies 7:30, 7:40, 7:50, 7:60 and 7:70

**REGULATION**

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