

## ISD 622 INTRA-DISTRICT TRANSFER PROCEDURES 2021-22

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You may obtain an Intra-District Transfer Form by going to the district website at [www.isd622.org/IDT](http://www.isd622.org/IDT) and click on Intra-District Transfer to download the form. If you do not have internet access a form can be obtained at the Enrollment Center or by contacting the Enrollment Center at 651-748-7550.

The approved process outlined below will continue to be evaluated annually. All requests are reviewed according to the process indicated below on or before April 7, 2021. Families submitting requests by April 7, 2021 will be notified via email and/or phone call of the status by April 30, 2021. If email is not available, the family will be notified in writing via US Mail. The Assistant Superintendent may approve exceptions at other times during the year if extenuating circumstances exist.

1. Intra-District Transfer requests for the 2021-22 school year may be granted on a space available basis subject to the approval of the Receiving School Principal and the Assistant Superintendent.
2. Only after an impact review of each proposed attendance exception (based on current and projected class size and building projected enrollments to assure that space is used efficiently and that no site is over capacity or student opportunities diminished due to significant loss of enrollment), will any attendance exception request be approved or denied.
3. When a student is approved to attend another school by IDT (Intra-District Transfer), they must follow the progression of that particular school (elementary to middle and middle to high schools.)
4. With an approved IDT and when progressing from elementary school to middle school, or middle school to high school, students must attend the middle school or high school they are assigned to attend based upon their IDT. If Parents/Guardians want their student to return to the school in their attendance area based on their address, when moving from elementary to middle school or middle school to high school, they must complete a new IDT to return to their home school.
5. Students approved for an Intra-District Transfer after one year shall be included in the enrollment projections of the receiving school in future years for staffing purposes. Acceptance of a student under an Intra-District Transfer shall not increase staffing requirements at the school receiving the student.
6. Eligibility for athletic participation related to transfer to a different school will be under the rules and guidelines of the Minnesota State High School League. MSHSL has ultimate authority in these matters.
7. The required athletic participation form shall be submitted to the principal of the attending school the student would transfer from, along with any information relevant to the consideration of the transfer.
8. Special consideration will be given for the following: a request from 8<sup>th</sup> graders at Maplewood Middle School for the high school outside of their home school attendance area; initial request of school upon open enrolling; change of residence into new school attendance area; and a request based on coursework/program offerings that is specific to one of the schools.
9. The principals of the attending and receiving schools, shall consider the merits of requests for transfers and recommend approval or denial to the Assistant Superintendent.
10. The Assistant Superintendent shall approve or deny the recommendation. The Principals, School Coordinators/Guidance Staff and the parent/guardian will be informed by the Enrollment Center/Teaching and Learning Department of the decision. The decision of the Assistant Superintendent regarding Intra-District Transfer requests are final and not subject to appeal.
11. Communication to the parent regarding approval or denial will be sent via email and/or phone call, during peak times or sent via US Mail if an email address is not available.
12. Students granted an Intra-District Transfer must make satisfactory academic progress, maintain their behavior in accordance with the school's behavior policy, and maintain regular daily attendance. Students who do not successfully comply with these items may have their IDT revoked upon recommendation by the principal and decision of the Assistant Superintendent.

13. Students who are officially transferred under these procedures and have successfully completed the first year of transfer shall be considered continuous students. They shall not have to reapply for transfer in years succeeding the initial transfer.
14. Parents or legal guardians are responsible for providing transportation to and from school for all students who have been granted an Intra-District Transfer. Students granted an Intra-District Transfer must arrive at school and be picked up from school according to the individual school's schedule. The only exception may be for childcare if the childcare provider lives in a location which qualifies for transportation services.
15. In the event a student moves during a school year, that student is entitled to remain in the school presently enrolled in for the current school year if parents or guardians accept full responsibility for providing transportation to that school.
16. Anticipation of a change of residence is not sufficient proof to change school enrollment. Proof of actual rental or construction of a new residence with definite moving dates must be presented to the school district for consideration.
17. Requests for Intra-District Transfer due to childcare may be approved, if adequate space is available.
18. If there is a legal matter that may require a student to attend school outside of his or her attendance area school, a copy of the necessary documentation must be submitted to the enrollment center at the time of IDT completion.