

### **Elementary and Secondary Transfer Requests Deadlines**

Requests to transfer between buildings must be made in writing using the district's form (available on the district's website). Requests must comply with and will be responded to in compliance with FAB, FAB-AR1, and requirements below.

#### **Grades K-5**

- Existing Transfer Requests: Students in grades K-5 who have an existing, approved transfer will receive a letter by early December regarding the process for next year. They will be notified by early April regarding whether their transfer will be granted for another year. There is no need to re-apply. Students on existing transfers will be given preference over students with a new transfer request with the exception of those transfer students whose specific special education needs require enrollment at the school, as determined by the IEP team.
- New Transfer Requests: The deadline to request a transfer for students who will be in grades K-5 next school year will be posted on the district's website. Decisions will be made by late April, and parents will be notified by mail after that day whether or not their transfer request is approved. For students who enroll in the District after the deadline, transfer requests will be decided no later than 2 weeks before school starts except as stipulated by FAB-AR1. After the start of school, parents of students who enroll in the district and wish to transfer to a school outside their boundaried school will be notified within two weeks of a transfer request being received.

#### **Grades 6-12**

- Existing Transfer Requests: Students who have an existing, approved transfer will receive a letter by early December regarding the process for next school year. They will be informed by a deadline set annually and posted on the district's website regarding whether their transfer will be granted for another year. There is no need to re-apply. Students on existing transfers will be given preference over students making a new transfer request.
- New Transfer Requests: The deadline to request a transfer for students in grades 6-12 who currently don't have an existing transfer request will be the last day of school before holiday break. Decisions will be made after mid-January, and parents will be notified by mail after that day whether or not their transfer request is approved. For students who enroll in the District after the deadline, transfer requests will be decided no later than 2 weeks before school starts. After the start of school, students who enroll in the district must wait to apply for transfer request in accordance with the first sentence of this paragraph.