

ELEMENTARY / MIDDLE SCHOOL PROCEDURES AND TIMELINES

Parents/guardians of elementary and middle school students may request an internal transfer to allow their student to attend a school other than the school in whose attendance area they reside by using an “Elementary and Middle School Reassignment (Transfer) Request Form.” This form is available either online at www.District12.org or through the office of the principal at their assigned school.

The principals of the affected schools will evaluate the requests using the following process and criteria:

1. The request must be initially submitted to the principal of the “assigned” school in whose attendance area the student resides. If approved at that level, the request will be forwarded to the principal of the “requested” school for further consideration.
2. If the request receives approval by the principals of both the “assigned” and “requested” schools, the principal of the requested school will forward the approved request to the Transportation Department office at the District Education Center for final processing.
3. It is the responsibility of the parent receiving approval for such a transfer to transport the student to and from the requested school or to and from an established district bus stop serving the requested school.
4. In evaluating requests, principals will take into account the optimal overall and grade level enrollment for their building and will ensure that approval of requests does not result in enrollment beyond this level.
5. At the elementary and middle school levels, transfer requests may be submitted at any time, but will not receive final approval until after August 1st preceding the start of school for the year requested. This timeline will be enforced to ensure that the resident families of the attendance area have priority for placement before transfer students are added.
6. The following considerations will also be considered:
 - a) The number of previously approved transfer students already attending the requested school;
 - b) Requests from families of students who already have one child attending the requested school and who prefer having all their children attend the same school;
 - c) If approval of the transfer request would entail specialized transportation services, approval of the Director of Specialized Services is required before the request is granted.