

Transfer Options Guidelines 2006-07

1. Incoming Kindergartners

All incoming kindergartners are asked to attend kindergarten round up at their home attendance area school UNLESS:

- They already have an older sibling in attendance at another elementary school outside their home attendance area and also wish to attend that school. A transfer form must be completed and on file in the District's Administrative Services Center.
- Transfer requests granted prior to Kindergarten Round Up will allow kindergartners to attend Round Up in their requested school.

All parents requesting a transfer for their incoming kindergarten student following kindergarten roundup need to complete a transfer option form by May 15th. These forms are available on-line, at all of our school buildings, and at the District's Administrative Services Center at 1606 Brady Street.

2. Incoming 9th Graders

Incoming 9th grade students who wish to attend a high school outside of their home attendance area in the 2006-07 school year, need to complete a transfer option form by March 10th. These forms are available on-line, at all of our school buildings, and at the district's Administrative Services Center at 1606 Brady Street. NOTE: If you have already completed a transfer request (a principal agreement or in-district open enrollment form), you do NOT need to complete any additional forms. You may return forms to either the sending school, receiving school or Marcene Johnson/Alison Loescher at the District's Administrative Services Center at 1606 Brady Street.

3. 5th & 8th Graders

If a student will be a 5th or 8th grader next year, they may stay at their current school regardless of residence. Transportation is the responsibility of parents. A transfer form must be on file at the District's Administrative Services Center at 1606 Brady Street.

4. Current Principal Agreements or In-district Open Enrollment

Transfers will be honored for next year. If there is a change of address, however, you will be expected to enroll in your home school.

5. Families with pending Principal Agreement Requests

Requests will be reviewed by the Executive Directors on an individual basis. Parents will be notified of transfer requests by the end of the school year.