

## 602 GUIDELINES FOR ATTENDANCE AREAS/IN DISTRICT TRANSFER

Safety of the children and efficient operation of the schools will be the prime reasons in creating or changing of any bus routes or attendance areas.

Attendance areas will be reviewed annually; any changes will take an action of the board.

Minimum school attendance requirement: Schools need a minimum of 65 students or more to operate a school each year. Schools with less than 65 students for 2 consecutive years will be closed.

Parents who wish to have their children attend another school in the up coming school year must submit in writing by use of the "In District Transfer Request Form" between February 1<sup>st</sup> and April 30<sup>th</sup>. Requests will be evaluated by space and programming availability with notification of approval or denial being made by June 8<sup>th</sup>. In-District Transfer Requests must be submitted between February 1 and April 30<sup>th</sup>. Requests received by April 30<sup>th</sup> will receive approval or denial notification by June 8<sup>th</sup>. Children with a sibling already attending the requested school shall be approved for transfer and will be given preference, if space is available. Requests received after April 30<sup>th</sup> will be placed on a waiting list and notification of approval or denial will in most cases be determined after August registration, however may not be determined until after school begins. Selection will be determined by receipt order of In-District Transfer request. Final approval will be determined at the first Board of Education meeting following registration. In-District Transfer request may be revoked due to attendance issues, tardy issues or inappropriate behavior.

Parents shall be responsible for transportation of said children. Bus transportation may be provided only if the parent transports to a safe, existing pick up point and there is space available on that individual bus. All pick up points must be approved by the school bus contractor in advance.

Parents need only apply once for a transfer, once approved the student will remain in the "new" school for their entire elementary years; the only time this may be altered is if "resident" students would be overcrowded due to "transfer" students.

All requests will be reviewed on a case by case basis by the District Administrator and may be appealed to the school board. Class sizes and program availability will be determining factors in such decisions. Generally maximum class size for purposes of this guideline will be 22 (Kdgn – 3<sup>rd</sup> grade), and 25 (4<sup>th</sup> through 6<sup>th</sup> grade) in schools not in the SAGE program. The maximum class size in schools participating in the SAGE program will be 18 in Kdgn – 3<sup>rd</sup> grade and 25 in grades 4 -6.

1st Reading - April 11, 1994  
 2nd Reading - May 9, 1994  
 Approved - May 9, 1994  
 Revised - January 08, 1996  
 Revised - May 10, 1999  
 Revised - April 16, 2001  
 Amended - April 12, 2004  
 Revised - March 12, 2007  
 Revised - February 9, 2009  
 Revised - November 8, 2010  
 Revised - September 12, 2011  
 Revised - May 14, 2012  
 Revised - December 8, 2014

# PORTAGE "IN DISTRICT" TRANSFER REQUEST

By completing this form, I am requesting that my child(ren) attend a different elementary school in the Portage Community School District than the one where we currently reside.

I understand that my child(ren) will be approved if there is room available and based on program availability.

In-District Transfer Requests must be submitted between February 6 and April 30. Requests received by April 30 will receive approval or denial notification by June 8. Children with a sibling already attending the requested school shall be approved for transfer will be given preference, if space is available. Requests received after April 30 will be placed on a waiting list and notification of approval or denial will in most cases be determined after August registration, however may not be determined until after school begins. Selection will be determined by receipt order of In-District Transfer request. Final approval will be determined at the first Board of Education meeting following registration.

**\*NOTE: I understand that the In-District Transfer request may revoked due to attendance issues, tardy issues or inappropriate behavior.**

**\*\*NOTE: I also understand that bus transportation may be provided only if I transport my child to a safe, existing pick up point and there is space available on that individual bus.**

Child's Name	Grade for Next Year	Elementary School my child would attend based on our address	SCHOOL REQUESTED
1.			
2.			
3.			
4.			

**NOTE: I understand that bus transportation may be provided only if I transport my child to a safe, existing pick up point and there is space available on that individual bus.**

Please explain if your child has an Exceptional Educational Need (EEN): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Print Parent Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Accept / Deny

Date: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_  
Principal Signature:

<p>Approved: May 10, 1999                  Revised: March 12, 2007                  Revised: February 9, 2009                  Revised: November 8, 2010                  Revised: May 14, 2012                  Revised: December 8, 2014</p>
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