



**2012-13
IN-DISTRICT TRANSFER REQUEST**

Dear Parent:

Per your request, enclosed is an application for an In-district transfer for your student(s) for the 2012-13 school year. All requests must be received by January 15, 2012.

Each year a limited number of in-district transfer space is available, and space availability will vary by grade to grade, year to year. **Schools closed to transfer space for 2012-13 are:**

**Island Lake Elementary
Turtle Lake Elementary
Valentine Hills Elementary**

In-district transfer requests are processed ahead of new nonresident requests. Priority placement is given first to families who have siblings already attending the transfer school. Beginning with the 2012 school year, new transfer families will no longer be guaranteed sibling placement. While every effort will be made to keep siblings together, if a grade/building is at capacity, we will not be able to approve these students. (Families previously approved with the sibling guarantee will continue to receive priority placement.) The next priority placement is to families with daycare within the requested school boundaries. Any additional space may be offered to families who show a compelling educational reason that the transfer is necessary. All other new space is offered by lottery from among the applications received for that school/grade.

Families are notified by February 28, 2012 as to approval or denial of their request. Transfer approval is continued from year to year with no need to reapply, so long as the student maintains appropriate attendance/behavior at the transfer school.

Transportation for transfer students is generally the responsibility of the family. Families may be able to take advantage of District transportation with daycare in the requested area, or if the student can get to the nearest requested school area bus stop.

Please feel free to contact me if you have further questions.

Sincerely,

Cindy Fyle, Specialist
Enrollment Options

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