

Mounds View Public Schools Ends and Goals Regulation

EG-0104 School Attendance Areas – Area Attendance Boundaries – Resident Student Transfers Within District

All resident students will attend the schools to which they are assigned, according to the attendance area boundaries set up by the School Board. Requests for student transfers and administrative transfers within the District will be considered for the reasons outlined below:

1. District students and their parents can elect, on a space available basis, to enroll in a District school outside of their attendance area when the student's educational welfare, or that of other students, is being jeopardized for reasons of a student's building placement.

Length of Transfer:

Transfer under this section may be considered effective for one school year or permanent depending on circumstances.

Procedure:

- The request for transfer will be submitted by the parent/guardian for each student affected.
 - The request for transfer will be submitted on Form EG-0104.
 - The request for transfer will specify an educational welfare situation.
 - The request for transfer will be submitted to the designated administrator.
 - Information from outside sources regarding the propriety of a transfer request will be considered where appropriate.
 - The determination will be made by District administration in consultation with the family and building level administration.
 - The notification of the decision made will be sent to the parent/guardian as soon as the request has been processed.
2. When a student's specialized education program cannot be provided by his/her school or by a school to which regular shuttle bus transportation is provided.

Length of Transfer:

Transfer under this reason will be considered effective for one school year.

Procedure:

- The request for transfer will be submitted by the parent/guardian for each student affected.

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- The request for transfer will be submitted on Form EG-0104.

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- The request for transfer will specify a specialized education program.
- The request for transfer will be submitted to the designated administrator.
- The request for transfer will be considered only after a professional assessment by the District staff of the student's specialized education program needs has been made.
- The decision will be made by District administration in consultation with the family and building level administration.
- The notification of the decision made will be sent to the parent/guardian as soon as the request has been processed.

3. When an elementary student's before and/or after school care is being provided outside his/her attendance boundary on a daily basis.

Length of Transfer:

Transfer under this reason will be considered effective for one school year.

Procedure:

- The request for transfer will be submitted by the parent/guardian for each student affected.
- The request for transfer will be submitted on Form EG-0104.
- The request for transfer will specify a before and/or after school name and address.
- The request for transfer will be submitted to the designated administrator.
- The request for transfer will be considered on the basis of space availability in the receiving school.
- The notification of the decision made will be sent to the parent/guardian soon as the request has been processed.

4. Enrollment Choice for 11th and 12th Grade Students (1987 Laws, Article 7, Sec. 4), allows students in 11th and 12th grade, who have been enrolled in a high school and whose parent or guardian moves to another high school area, to remain in the nonresident area with approval from the Superintendent or his/her designated official.

An 11th or 12th grade student who has been enrolled in a district and whose custodial parent(s)/guardian(s) has moved to another district, may continue enrollment in his/her high school under Non-Resident Student Attendance Agreement, even though the high school may be closed to

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Open Enrollment.

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A student currently enrolled in a District high school, whose sibling exercises the option for continued enrollment, is also eligible for continued enrollment.

A student is considered an 11th grader immediately following the completion of grade 10. The date of change to non-resident status must not occur before the student achieves 11th grade status.

A student who moves with parents to a new district and attends school in another district is not eligible under Minnesota Statute.

Application under this statute is not required. The Superintendent of the non-resident district will complete the Non-Resident Student Attendance Agreement and forward to the resident district.

School personnel should refrain from interpreting the law and defer all interested persons to the District Service Center where eligibility is determined.

Length of Transfer:

Transfer under this reason will be considered effective through graduation.

Procedure:

- The request for transfer will be submitted by the parent/guardian for each student affected.
- The request for transfer will be submitted on Form EG-0104.
- The request for transfer will be submitted to the designated administrator.
- The request for transfer will be assessed by District staff to determine eligibility.
- The notification of the decision made will be sent to the parent/guardian as soon as the request has been processed.

5. When District administration transfers the student based on their determination that the best educational placement for the student is available at a school outside the students attendance area.

Length of Transfer:

Administrative transfer under this section may be considered effective for a semester, year or permanent depending upon circumstances.

Procedure:

- The principal of the student's home school will meet with the parents/guardian to discuss the circumstances surrounding the transfer.

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Student Transfers Within District (continued)**

- An appropriate educational plan will be outlined for the parents/guardian and student.
- The principal of the building to which the student will be administratively transferred will meet with the student and parents/guardian.

APPEAL PROCEDURE:

If the parent(s)/guardian(s) do not concur with the disposition of the transfer request, they may appeal the decision by letter to the Superintendent or his/her designated official within 10 days of receipt of initial action. Final appeal may be made to the School Board which will review the case and make the final decision.

TRANSPORTATION:

Free transportation will not be provided for students who request and are granted transfer pursuant to #'s 1 through 4 above. Fee based transportation may be accessed, if available. Transportation will be provided by the District for students who are administratively transferred pursuant to #5 above.

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