

## **MRUUSD ELEMENTARY SCHOOL IN-DISTRICT TRANSFER PROGRAM**

### **Philosophy**

Acknowledging that the parents' and guardians' perception of what is beneficial for their child is valid and valuable information, especially at the elementary school level, and acknowledging that the ultimate goal of our schools is to provide the best possible education to each child by utilizing all the resources available to us, a system allowing student transfer among the four elementary schools within the MRUUSD will be implemented in accordance with the parameters outlined.

### **Definitions**

Transfer - enrollment in one of the four MRUUSD elementary schools – Clarendon Elementary School, Shrewsbury Mountain School, Tinmouth Elementary School, and Wallingford Elementary School – other than the school of residence.

Elementary - Grades PreK - 6

Sending school - the home school of a participating student.

Receiving school - the school chosen by a participating student.

Eligible student - any elementary student residing in the MRUUSD.

Transfer student - a student that is participating in this program and is attending a receiving school, which is not in the student's home school attendance area.

### **Implementation of In-District Transfer Program**

MRUUSD shall permit students to attend an in-district elementary school other than their home school based on residency with the following limitations:

1. Students must be eligible for enrollment in their home school attendance area in order to be eligible for enrollment in this school transfer program.
2. Transfer students must be accepted on a nondiscriminatory basis.
3. Transfer requests may be denied if the requested transfer would have negative impacts on class size or staffing at the sending or receiving school or due to other extenuating circumstances. The ultimate determination of approval or denial will be made by the Superintendent's Office and that determination will be considered to be final.
4. Each transfer student shall be assured the opportunity for enrollment in that school until matriculation to 7<sup>th</sup> grade for as long as the student continues to reside in the MRUUSD.
5. Students participating in the in-district transfer program do not need to reapply for subsequent years.
6. Transportation is the responsibility of the student's family and will not be provided to students participating in the in-district transfer program.
7. Requests for consideration must be made in writing – by completing appropriate application documents – by May 15<sup>th</sup>. The requests will be considered based on impacts outlined in number three (3) above or in light of any other extenuating circumstances. The superintendent will make decisions regarding an application by June 15<sup>th</sup> and parents will be notified in writing as soon as the decision has been made.
8. A parent who disputes a decision made by the superintendent in accordance with the above process is entitled to request board review of the decision. The board's determination will be considered final.
9. Students that participate in this program and attend a different elementary school than their home school of residence will be expected to remain at the new location through the remainder of the

particular school year, unless there are extenuating circumstances to be considered by the superintendent.

10. These protocols are in no way intended to apply to mid-year requests for transfer of students. The superintendent may consider such requests if student safety or well-being is in question. Otherwise, requests for in-district transfer must be limited to the end of school year application process and start of school year transfer timeline.