

### **Policy--5120 ASSIGNMENT WITHIN DISTRICT (Current Policy)**

A parent/guardian who wishes their student to transfer between Yahara Valley Elementary School and/or Community Elementary School must complete a School Transfer Request Form. Such a request may be granted or denied based on the information provided on the School Transfer Request Form, enrollment numbers, special education needs, and the recommendation of the Administration. The Administrator or his/her designee will notify the student's parent(s)/legal guardian(s) of the status of their transfer request.

The Administrator shall assign students in his/her school to appropriate grades, classes, or groups. This action shall be based on consideration of the needs of the student as well as the administration of the school.

#### **Transfer Procedure (Added Language):**

Each section at Yahara Valley and Community Primary/Intermediate School will have an enrollment floor that must be upheld to effectively manage our enrollment at all schools. To assist in managing the enrollment at Yahara Valley and Community Primary/Intermediate, a floor of 16 will be established for grades/classrooms K-5. Students granted approval for transfer will be determined through a lottery process if the number of requests surpass the enrollment floor of 16.

If a student's family moves into a different school boundary during their K-5 education, the student will be allowed to continue at the school until the completion of their fifth grade year.

The window to request a transfer from Yahara to Community Primary/Intermediate or Community Primary/Intermediate to Yahara will be February 1-March 1. Requests will be submitted to the Building Principal(s). Requests will be reviewed, the lottery process will be conducted, and families notified of the decision by March 30th.

For students with disabilities, if an IEP team determines that the needs of a student are best met at a particular school, the student's transfer will be approved based on the IEP team's recommendation.

Transportation arrangements may be considered if requested by the family. Families may have access to a specific pick up point, on or near existing bus routes, in order to support transportation to Yahara Valley or Community Primary/Intermediate.