

Regulation 0501.90-AR-03 Procedures to Request an In-District Transfer

Procedures to Request an In-District Transfer

The following procedures shall be followed regarding a request by a parent/guardian for an In-District transfer to allow a student to attend a school within the West Ada School District outside the student's attendance area:

- Parent(s)/guardian(s) shall complete the online In-District Transfer application (Enrollment | West Ada School District), which must be submitted to the receiving school by February 1st for enrollment during the subsequent school year.
 - Per Idaho Code, Out-of-District applications shall be accepted at any time throughout the year.
 - Applications received after February 1st for the subsequent year will be considered based on capacity as outlined in the Administrative Regulation.
 - Incomplete applications will be cancelled and not considered.
- The receiving school administration shall review the requested In-District transfer, considering the ratios identified herein.
- If the receiving school approves the In-District transfer, an approval letter will be sent by the receiving campus to the parent(s)/guardian(s) within sixty (60) days of the application. The sending campus and the Superintendent or designee will be copied on the approval letter.
 - Upon the parent's/guardian's receipt of this communication, the parent/guardian has a period of one (1) calendar week to notify the receiving school that they are accepting or rejecting the offer of an In-District Transfer.
 - If the receiving school does not receive notice within one (1) calendar week, the receiving school shall assume the parent/guardian is not accepting the offer of the In-District transfer and the student will remain at their current placement rather than the school sought in the In-District Transfer.
- If the receiving school denies the In-District transfer request, a denial letter explaining the reason for denial will be sent to the parent/guardian within sixty (60) days of the application. The sending campus and Superintendent or designee will be copied on the denial letter.

Transfer Considerations by District

In reviewing an In-District transfer request, space available considerations must recognize and allow for growth within the school's boundary attendance area during the summer months and school year.

For In-District transfer considerations, the following student/teacher ratios are applicable:

|-----|---| | Kindergarten, Grades 1-2 | 20 | | Grade 3 | 21 | | Grade 4-5 | 27 |

At the secondary level, to allow for growth in the school's boundary attendance area, core classroom size per grade level is the standard used to determine maximum enrollment for the purpose of transfer guidelines:

|-----|---| | Grades 6-12 | 27 | | Grades 6-8 Alternative | 16 | | Grades 9-12 Alternative | 16 |

Core is defined as English Language Arts (ELA), Math, Science, and Social Studies.

Regarding students who qualify for services under IDEA or other specialized programs, the following guidelines shall be applicable:

|-----|-----| |
Special Education Resource Rooms | Case load per teacher of 20 students | | Special Education
Extended Resource Rooms | No greater than 10 students per teacher | | Specialized Extended
Resource Rooms | No greater than 5 students per room | | Special Education Programs | No greater
than 12 students per full-time Special Education Teacher/FTE | | Blended Programs | No greater
than 12 students per room | | 18-21 Transition Programs | No greater than 6 per room | | SLP
Services | No greater than a caseload of 40 per SLP full-time | | D/ HH Programs | Not available for
open enrollment. Placement is addressed only by interlocal contract with Districts. | | Multilingual
Learners (ML) | No greater than 20 per full-time ML Teacher/FTE |

Students with disabilities shall receive equitable access to educational opportunities in accordance with applicable laws and district policies. Applications for school placement will be reviewed by the Special Education Department to assess whether the student's specific needs can be met at the requested school, considering current school capacity and available resources. Determining factors will include, but are not limited to, building capacity, teacher and staff caseloads, availability of appropriate resources, program options, and alternative school locations.

Waiting List

A wait list shall be generated by each school after February 1st for the subsequent school year, with all students who have sought enrollment but were denied due to capacity limitations. Upon parental/guardian request, the student shall be placed on a wait list for the school/grade/program.

In creating the waiting list, requests for an In-District transfer will be considered on a first-come, first-served basis and will be accepted only on a space available according to the school/grade/program capacities.

The wait list shall expire at the end of the school year and will not be given consideration for any opening the subsequent school year. Any student on the wait list who seeks to enroll in the subsequent year in the school/grade/program shall submit the appropriate documentation in a new application.

Should a circumstance arise that an opening exists which the student could fill, the school shall be in contact with the family regarding the opening as to whether the family wishes to accept or decline the seat for their student. - Such discussion may include consideration as to whether a mid-term transfer is in the best educational interest of the student and the potential that the placement will or will not be available for the next school year. If a student declines the open placement from the wait list, they shall be removed from the wait list.

Denial for In-District Transfer

Reasons for denial of an In-District transfer request, include, but are not limited to: - The receiving school does not have space available pursuant to the above referenced student to teacher ratios and/or program capacity limitations. - The student has a documented history of chronic absenteeism. - The student has a documented history of significant disciplinary issues defined as two (2) or more documented suspendable incidents within a year of the date of the student's application.

Revocation for In-District Transfer

A previously approved In-District Transfer may be revoked under the following circumstances. - The school in which the student is enrolled exceeds the maximum enrollment of resident student or program due to growth. - The student is chronically absent. - The student commits repeated, serious disciplinary infractions: - Defined as two (2) or more documented suspendable incidents within the year of the approved In- District transfer. - The student commits disciplinary infractions that result in expulsion.

Revocation due to student or program capacity or disciplinary infractions, short of expulsion will occur prior to the start of school, at the end of semester or end of the year break. Notice of such revocation may occur in advance of the semester or year-end break to allow the family to make appropriate arrangements.

However, pursuant to Idaho Code 33-1402, the receiving school may not revoke a transfer approval to a school after two (2) consecutive years of attendance beginning with the 2023-24 school year.

If a transfer approval is revoked under this subsection, the receiving school must offer the student information about other schools within the District that are below maximum enrollment.

Appeal Process for Denial/Revocation

- If the In-District transfer is denied or revoked after being approved, the parent(s)/guardian(s) may appeal the decision to the Director of Accountability and Support within five (5) working days of receiving the written notice from the school by completing the "Open Enrollment Appeals" form. (Enrollment | West Ada School District)
 - If the denied application reason was due to "over capacity" for the subsequent school year, appeals may be submitted but will not be reviewed until June 1st due to the "over capacity" transfer request wait list.
 - For the subsequent school year, appeals may be submitted based on the other three (3) denial reasons and will be reviewed within thirty (30) days.
- The Director of Accountability and Support may choose to overturn the denial/revocation or uphold the decision.
- If the Director of Accountability and Support upholds the denial/revocation decision, the parents/guardians may appeal the decision to the Superintendent within five (5) working days of receipt of written notice from the Director of Accountability and Support.
- If the Superintendent upholds the denial/revocation decision, the parent(s)/guardian(s) may request an administrative review by the Board of Trustees in writing to the Board's Clerk within five (5) working days of receiving the written notice.
 - The Board of Trustees shall consider the appeal at its next regularly scheduled meeting.
 - The Board of Trustees must issue its decision in writing.
- Parent(s)/guardian(s) may appeal the Board of Trustees' decision of denial/revocation to the State Board of Education as outlined in Idaho Code 33-1410.

Transfer for Victim of Violent Offense on School Grounds

Notwithstanding any other provision associated with In-District transfers, any student who is the victim of a documented violent criminal offense on school grounds shall be permitted to transfer to another school within the District. If a student has been subject to such an event, the request for transfer and submission of the transfer request documentation shall be directed to the Superintendent or designee as opposed to submission at the school level.

Transfer from Persistently Dangerous Schools (20 USC 7912)

If any school within the District is found to be persistently dangerous in accordance with federal law, students attending the school shall be permitted to transfer to another traditional or charter

school within the District which is not persistently dangerous. The transfer may be either permanent or temporary and lasts until the school of origin is no longer designated as persistently dangerous. Parent(s)/guardian(s) of students shall be notified that the school has been designated as persistently dangerous within ten (10) days of being so designated. Within twenty (20) days of receiving such notification, students may be transferred to another school within the District.
