

SCHOOL DISTRICT NO. 117
516 Jordan St.
Jacksonville, Illinois 62650
(217) 243-9411

REQUEST FOR STUDENT TRANSFER

In accordance with Board Policy 7:30 students may only be allowed to transfer for:

- Student educational needs
- Student health needs
- Student safety

Transfers will also be honored for:

- Franklin Choice

Students will not be allowed to transfer for issues as:

- Before and after school childcare arrangements
- Family convenience

If this request is approved, it is important to realize the following:

1. "Request for Student Transfer" under Board Policy 7:30 must be **renewed annually**. There is no guarantee that requests will be granted from one year to the next.
2. Students must maintain **good attendance, be punctual** when arriving and leaving each day, and **exhibit appropriate behaviors** at all times.
3. **Transportation** to and from school is the **responsibility of the parent**.
4. Parent **must** fulfill requirement to attend **Parent-Teacher Conferences**.

REQUEST IS FOR THE 20 _____ - 20 _____ SCHOOL YEAR.

STUDENT NAME: _____ STUDENT GRADE: _____

STUDENT NAME: _____ STUDENT GRADE: _____

STUDENT NAME: _____ STUDENT GRADE: _____

CUSTODIAL PARENT(S) NAME: _____

ADDRESS: _____

HOME PHONE: _____ CELL PHONE: _____ WORK PHONE: _____

REQUEST TRANSFER FROM: _____ TO: _____
(Attendance Area School) (Requested School)

REASON FOR REQUEST: _____

DATE: _____ CUSTODIAL PARENT/GUARDIAN SIGNATURE: _____

If applicable, is a non-custodial parent aware of the request for transfer? _____ YES _____ NO

APPROVED: _____

DENIED: _____

COMMENTS: _____

DATE: _____ SUPERINTENDENT/DESIGNEE: _____

Students

Student Assignment and Intra-District Transfer 1

Attendance Areas

The School District is divided into school attendance areas. The Superintendent will review the boundary lines annually and recommend any changes to the School Board. 2 The Superintendent or designee shall maintain a map of the District showing current school attendance areas. Students living in a given school attendance area will be assigned to that school unless. 3 Homeless children shall be assigned according to Board policy 6:140, *Education of Homeless Children*.

Transfers Within the District 4

A student's parent(s)/guardian(s) may request the student be transferred to a District school other than the one to which the student was assigned. Requests should be directed to the Superintendent, who, at his or her sole discretion, may grant the request when the parent(s)/guardian(s) demonstrate that the student could be better accommodated by the education program at another school, provided space is available. Students may only be allowed to transfer for:

- Student educational needs
- Student health needs
- Student safety

Students will not be allowed to transfer for issues as:

- Before and after school childcare arrangements
- Family convenience

The Parent(s)/guardian(s) of the student who is granted a transfer within the District shall be responsible for transportation to and from the receiving school. 5 The provisions in this section have no applicability to transfers mandated by Title I and covered in Board policy 6:15, *School Accountability*, or (2) the Unsafe School Choice Option covered in Board policy 4:170, *Safety*.

Students who were granted an Intra-District Transfer prior to July 1, 2011 may be grandfathered in to this Policy. These students may continue to stay at the school to which they transferred by continuing to follow District transfer policies and procedures. The grandfathered status shall not extend to younger siblings.

Class Assignments

The Building Principal shall assign students to classes.

¹ State law requires that intra-district transfers be covered by policy and controls this policy's content (105 ILCS 5/10-21.3a).

² School attendance areas must be periodically revised, if necessary, to prevent or eliminate segregation by color, race, or nationality (105 ILCS 5/10-21.3).

³ State law grants boards broad authority concerning assignment of students to schools (105 ILCS 5/10-22.5). A child is presumed to be a resident of the district in which the child's parents, or custodial parent after a divorce, reside. The facts surrounding a transfer of custody will determine whether residency for school attendance purposes has changed. Turner v. Board of Education North Chicago Community High School District 123, 294 N.E.2d 264 (Ill. 1973).

⁴ The details for intra-district transfers are determined locally; State law does not address when, or even if, intra-district transfers should be granted. See sample policy 6:15, *School Accountability*, for transfers pursuant to Title I.

⁵ To limit the acceptable reasons supporting a transfer request, a board should consider this alternative: "...when the parent(s)/guardian(s) demonstrate that the student could be better accommodated by the educational program at another school."