

# In-District Transfer Application

## General Information and Instructions

Families who live in District 742 are assigned to a school attendance area based upon their geographical residence. A parent or legal guardian may request an In-District Transfer for a student(s) to attend another school outside of their residential attendance area, provided they are **not** dependent on district transportation, capacity is available at the school of choice, and timelines are followed. The application must be submitted by deadlines outlined in this application and be approved by administration. (See below.) An application must be completed for each student who wishes to attend an alternate attendance area school.

In-District Transfer applications are approved in consideration of the guidelines outlined below and capacity. Once approval is given, the parent or guardian will **not** be granted another In-District Transfer during that particular school year. The student must maintain acceptable attendance and behavior, or the In-District Transfer may be rescinded, and the student will return to the home attendance area school.

**Note:** An In-District Transfer Application must be filled out as a student(s) enters 6<sup>th</sup> grade (with the exception of Kennedy Community School) and again as a student enters 9<sup>th</sup> grade.

## In-District Transfer Guidelines

A parent or legal guardian may apply for an In-District Transfer for a student(s) to attend another school outside of their residential attendance area, based on one or more of the following qualifiers.

1. **Residential:** If there is a change in residence during the current year, a parent or guardian may request the student complete the school year at the current school. A copy of the purchase agreement, rental lease, current driver's license or utility bill may serve as proof of residence and must be provided.
2. **Legal:** If there is a legal matter that may require a student to attend a school outside of his or her attendance area school, a parent or guardian may request a transfer request. A copy of the documentation stating the necessity must be provided.
3. **Medical:** If a medical reason exists which prevents the student from attendance at his or her attendance area school, a transfer may be requested. A signed doctor's statement must be provided.
4. **Daycare:** A parent or guardian may request that a child attend the school serving the area in which the daycare provider resides. Proof of daycare address must be provided.
5. **Sibling:** A parent or guardian may request that a sibling of a currently enrolled student transfer into the same school.
6. **Immersion Programming:** For students enrolling in either Chinese or Spanish immersion programs, a transfer may be requested.
7. **Children of Employees:** If the student's parent or guardian is currently employed in the district in a permanent position, a transfer may be requested.

**Note:** An In-District Transfer application does not guarantee that a student will be accepted into the requested school.

## Application Timeline

	<b>Application Deadline</b>	<b>Decision Notification</b>	<b>Enrollment Deadline</b>
Application Window #1	January 15, 2020	January 31, 2020	February 15, 2020
Application Window #2	March 9, 2020	March 23, 2020	April 16, 2020
Application Window #3	May 4, 2020	May 18, 2020	June 22, 2020

**To have the best chance of acceptance to your school of choice,  
please submit your application to the Welcome Center by January 15<sup>th</sup>.**

# In-District Transfer Application

Submit this form to the District 742 Welcome Center at 1201 2<sup>nd</sup> St. S, Waite Park, MN 56387 or welcomecenter@isd742.org

STUDENT INFORMATION			
<b>Student Name:</b>			
_____	_____	_____	_____
Last	First	Middle	Birth Date
<b>Student Address</b>			
_____			
Street			
_____			
City	Zip Code	Phone	
_____	_____	_____	
<b>Assigned Attendance School</b>	<b>School Requested</b>	<b>Requested Start Date</b>	<b>Grade as of Start Date</b>
_____	_____	_____	_____

REASON FOR REQUEST – Please select from the following:	
<input type="checkbox"/>	<b>This student has a sibling currently attending the school requested.</b>
Sibling Name: _____ Birth Date: _____	
<input type="checkbox"/>	<b>This student has a childcare provider in the attendance area of the school requested.</b>
Provider Name: _____ Phone: _____	
Address: _____	
<input type="checkbox"/>	<b>This student has a parent employed by District 742</b>
Parent Name: _____ Position/Site: _____	
<input type="checkbox"/>	<b>This student is participating in a language immersion program (Select one)</b>
<input type="checkbox"/>	Chinese Immersion
<input type="checkbox"/>	Spanish Immersion
<input type="checkbox"/>	<b>There is a legal or medical reason that this student needs to attend the school requested.</b>
<i>Documentation must be attached</i>	
<input type="checkbox"/>	<b>Other:</b>
_____	

PARENT INFORMATION	
<b>Parent/Guardian Name:</b>	
_____	_____
Last	First
_____	
Phone	
_____	
I understand that selecting "Yes" constitutes a legal signature confirming my responses. <input type="checkbox"/> Yes	
<b>Date</b>	_____

### Office Use Only

Student ID _____	SPED: Yes ___ No ___	IEP: Yes ___ No ___	EL: Yes ___ No ___
Confirmed Reason for In-District Transfer:		Other:	
<input type="checkbox"/> Sibling Preference	<input type="checkbox"/> Childcare Location	<input type="checkbox"/> Employee Dependent	<input type="checkbox"/> Immersion
<input type="checkbox"/> Legal	<input type="checkbox"/> Medical		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Signature: _____	Date: _____
Note: _____		Family Notified on: _____	