

STUDENTS
Board Policy 599
St. Cloud Area School District 742

Adopted: May 1, 2019
Revised: December 4, 2019
Revised: June 3, 2020
Reviewed/No Change: April 2021

599 IN-DISTRICT TRANSFER POLICY

I. PURPOSE

Students in St. Cloud Area School District 742 schools are assigned to a school attendance area based upon their geographical residence. The purpose of this policy is to establish guidelines under which a resident student may attend a school outside of their attendance area.

Students in St. Cloud Area School District 742 may attend, upon approval, one of the schools outside their attendance area. Once the approval is given, a parent or guardian of the student will not be granted another transfer during that particular school year. Transportation to the school outside of the student’s attendance area is the responsibility of the parent/guardian.

II. DEFINITIONS

- A. “Non-resident Student” means the student’s primary residential address is outside of the legal boundary of St. Cloud Area School District 742.
- B. “Primary Resident Address” is the address of residence for the student. Students having more than one residence will identify as primary the residence where they live more than 50% of the time. The primary residence of students with parents who are divorced, legally separated, or residing separately, and who have joint physical custody, is designated by the students’ parents.
- C. “Resident Student” means the student’s primary resident address is within the legal boundary of St. Cloud Area School District 742.
- D. “Sibling” means the applicant shares at least one parent or guardian with another child who is currently enrolled at the school.
- E. “Children of Employees” means school-age children of currently employed staff who hold permanent positions and excludes independent contractors, temporary, substitute, and seasonal employees.

III. ENROLLMENT OPTIONS

- A. Approval is contingent upon enrollment capacity and class size at the site requested.

Open Enrollment - Reference the current 509 Open Enrollment Policy-
<https://www.isd742.org/cms/lib/MN01909691/Centricity/domain/59/policies%20and%20procedures/section%20500/BOARD%20POLICY%20509.pdf>

- B. Resident Enrollment Options - A request for an in-district transfer must be completed and returned to the Welcome Center. In-district transfer requests for the upcoming school year will be considered from May 1 through Friday of the first week of the school year. In-district transfers may be approved if they meet the established guidelines.

1. Students are granted enrollment in the school that is designated for the attendance area where their parent or legal guardian resides. The address of residence for students with parents who are divorced, legally separated or residing separately, and who have joint physical custody, is designated by the students' parents.
2. A parent or guardian of the resident student may apply for transfer to another district school other than their assigned attendance area school, based on one or more of the following qualifiers:

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, driver's license, or utility bill may serve as proof of residence and must be provided.

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 copy of the documentation stating the necessity must be provided.

Medical: If a medical reason exists which prevents the student from attendance at his or her attendance area school. A signed doctor's statement must be provided.

Daycare: A parent or legal guardian may request that a child attend the school serving the area in which the daycare provider resides.

Siblings: A parent or guardian may request that a sibling of a currently enrolled student transfer into the same school.

Immersion Programming: Students enrolling in either Chinese or Spanish Immersion Programs.

Children of Employees: Currently employed district staff who hold a permanent position may apply for an in-district enrollment transfer for their school-aged children.

3. The Welcome Center will contact the family and follow procedures outlined in the Administrator's Handbook when it is time for the student to promote to a new level (e.g., elementary to middle school, middle to high school). A student may return to their attendance area school at the end of a term/end of school year by contacting the Welcome Center prior to the designated dates on the in-district transfer form.
4. Bus transportation will not be provided for resident students attending another district school.
5. Transfer of athletic/fine arts eligibility will be in compliance with the rules and regulations established by the Minnesota State High School League Policy (MSHSL).
<https://www.mshsl.org/mshsl/publications/code/handbook/100%20Bylaws.pdf?year=2016>
6. Under extenuating circumstances, the Superintendent/designee may modify these regulations.

IV. The student must maintain acceptable attendance and behaviors or the in-district transfer may be rescinded.

Cross Reference: Board Policy 509 (Enrollment of Nonresident Students)

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