

Hardship Student Transfer Request for School Year 2024-2025

Transfer requests will be accepted from parents/legal guardians February 1st through February 29th. Unless extenuating circumstances exist, February 29th will be the last day the district will accept transfer application for the upcoming school year. Transfer requests received after February 29th may not be approved due to staffing decisions that have been made and students will be enrolled in their zoned school by the district.

Instructions & Information: Failure to provide all documentation needed to support the transfer will result in a denial. The intent of offering this privilege is to provide assistance to families who have a legitimate and documented hardship that the school and district have the capacity to assist in relieving through a transfer.

Requests will not be approved if student is not in good academic and behavioral standing at current school

Transfer request criteria as stated in district policy *Administrative Rule JCA-R* include:

- ³ Childcare issues for elementary and middle school students. Approval based on documentation of severely limited availability of childcare.
- ³ Completion of last grade level at previously assigned school. Applies to students completing the 5th, 8th, 11th, or 12th grade only.
- ³ Extraordinary circumstances involving sudden traumatic family situations.
- ³ Due to school capacity limitations, requests based on convenience, distance to a school, or conflicts within the current school environment are not included in policy criteria and will not be approved.

After informed of an approved transfer, parent/guardian is expected to contact the assigned school to enroll student.

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