

ADMISSION OF NONRESIDENT STUDENTS (INTERDISTRICT TRANSFERS)

Code JFAB-R Issued

The district has adopted the following procedures for handling the admission of nonresident students.

Capacity Study

The admission of nonresident students will be contingent upon space availability at the requested school. To determine space availability, the district will conduct a capacity study of its schools. The superintendent or his/her designee is responsible for conducting the capacity study in the district's schools, at each grade level, and for each class and specialized program within each school.

The capacity study will include the following data points:

- grade level capacity, as determined by the number of grade level teachers multiplied by the grade level's required student-to-teacher ratio
- class capacity, as determined by the board's required student-to-teacher ratio or the state board of education's teacher-to-teacher ratio
- individual instructional coach capacity for students who are testing more than two grade levels behind and need individualized interventions

The district will prominently post school capacity on its webpage. Capacity numbers will be disaggregated by school name, grade level, and program level. The superintendent or their designee will annually review capacity numbers before the district's interdistrict transfer enrollment window.

If the requested school or program is at capacity, the nonresident student will be placed on a waitlist.

Application

The superintendent will develop an application form for parents/legal guardians to complete to apply for an interdistrict transfer. The application will gather information such as the student's legal residence, the district in which the student is currently enrolled or receiving home based instruction, the specific school desired, and the student's grade level.

Parents/Legal guardians seeking an interdistrict transfer must complete an online or paper application. The online and paper application forms are available on the district website.

The district may allow applicants to rank schools with available capacity in order of preference on the application.

Review and decision

The superintendent's designee will review applications for interdistrict transfers after the close of the annual transfer enrollment window. The district will notify applicants of their enrollment status in writing within 30 days after the close of the application period. The notice will include whether the applicant has been accepted, placed on a waitlist, or denied enrollment.

If the district accepts the application, the parent/legal guardian will have fifteen business days to accept the transfer offer and complete any required enrollment steps.

If the district denies the application, the notice will include a clear explanation of the reason(s) for the denial and the right to appeal.

Enrollment criteria and denials

The district may deny transfer requests for reasons including, but not limited to:

- lack of available capacity
- excessive unlawful absences of more than 10 days for elementary and middle school students and more than 5 days for 90-day semester courses, or in excess of 10 days for 180-day courses for high school students
- student disciplinary history of Level II or Level III disciplinary offenses in the previous school year
- history of suspensions of more than 5 days
- history of expulsion
- failure to meet specialized program requirements
- (The district may consider the request of students with disciplinary offenses for placement in the district's alternative school).

Waitlist Procedures

If the nonresident student's preferred school is over-enrolled, and the nonresident student meets the eligibility criteria, he/she will be placed on a waitlist in order of application date. If space becomes available at the requested school during the school year, the district will notify the parent/legal guardian about the available enrollment slot. The parent/legal guardian will have ten days to accept. If the parent/legal guardian does not accept, the district will notify the parent/legal guardian of the next nonresident student on the waitlist until the enrollment slot is filled or the waitlist is exhausted.

Late Payment and Penalties

Transfer fees are due according to the district's payment schedule. If a payment is not received by the due date, the district will make reasonable efforts to notify the parent/legal guardian of the past-due balance and to provide information about payment options.

Failure to make required payments may affect a student's continued eligibility to participate in the interdistrict transfer program, subject to applicable laws and board policy. Before any action is taken regarding a student's transfer status, the district will provide notice to the parent/guardian and an opportunity to address the outstanding balance.

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