



Guidelines for Approving Student In-District Transfer Requests

- Student is registered at his/her home school.
- Parents/Guardians must complete a Transfer Request form indicating sending/receiving schools and reason for transfer.
- Decisions about capacity in the receiving school will be based on TOTAL class size in grade level of transfer.
- Parameters for class size totals:
 - K = 22 students per class
 - 1-2 = 25 students per class
 - 3-5 = 28 students per class
 - 6-8 = 30 students per class.
- Staffing levels will not be increased as a result of transfers.
- Student will be granted one transfer per elementary career unless the family has moved to a new location.
- All transfer requests must be reviewed by the Assistant Superintendent for Curriculum and Instruction.