

## LEXINGTON SCHOOL COMMITTEE POLICY

### STUDENT TRANSFER POLICY

Date Approved by  
School Committee:

4/6/94

Signature of Chair:

On File

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#### I. PURPOSE AND SCOPE

The Lexington Public Schools recognizes there are situations where, in the best interest of a student, he/she should be transferred to an out-of-district school. Transfers may be made when (1) a student with special needs requires placement in a program provided in an out-of-district school; or (2) when a change in a student's social or learning environment is likely to achieve significantly improved conditions for adjustment and/or learning (to ameliorate conditions apparently aggravating emotional, psychological or behavioral problems). To effect a transfer, space must be available in the receiving program or classroom. Approval of any transfer request rests with the Superintendent of Schools.

Transfers are conditional and may be renewed annually, depending on space available in the years following the initial transfer. Parents will be informed in May of each year as to the possibility of continuation of the transfer. Even in circumstances where continuation appears likely, a new Transfer Request Form must be completed.

The School Committee reserves the right to reconfigure or redistrict schools based on student population and space availability. In the case of such redistricting, students must revert to their "home" districts and re-apply for transfers. Transportation will be the responsibility of the parents.

#### II. APPLICATION

##### A. Special Needs Placements

After routine core evaluation procedures, the staff will develop an educational plan recommending placement in a program or setting only available at another school. This process involves the appropriate receiving administrator and school staff. The Administrator of Special Education will fill out and send a Request for Transfer form to Director of Business and Finance, indicating that there is room in class recommended. The Director of Business and Finance will act on the request and send it to the Superintendent of Schools. The Superintendent will act on the request and return it to the Director of Business and Finance for processing. If transportation is necessary, it will be arranged by the Administrator of Special Education.

**B. Placements for Emotional Adjustments and/or Learning Needs**

A parent or staff member may request a transfer. Using the Request for Transfer Form, the person requesting the transfer will describe the nature of the need or problem, and the kind of learning environment thought to best meet the student's needs. All transfer requests will be reviewed and evaluated by the principals of the sending and receiving schools.

The receiving principal will send the Request for Transfer Form to the Director of Business and Finance who will certify the space available in the receiving school and then send the form to the Superintendent of Schools for a final decision on the transfer request. If a transfer request is denied, parents will receive a written explanation of the reasons for the decision.

Parents seeking to transfer a child to an out-of-district placement must submit the Request for Transfer Form to the sending principal by May 15 of the year preceding the year of the desired transfer placement. Transfer requests will be honored insofar as student enrollments and classroom capacities allow. Parents will be notified of the acceptance or rejection of their transfer request as early as possible before the start of the school year.

Criteria to be used in making a decision about a transfer request include, but are not limited to the following: previous status as a transfer student, past school experiences, social and emotional development of the student, placement of siblings, family movement within Lexington, personal circumstances.

A parent may request his/her child remain in the assigned school when parents move within the town but out of that school's district. Such request will be automatically honored if the student is in or will be in his last year of school in an elementary or middle school, or to complete any one school year already begun. A transfer form must be processed even though the request will be approved automatically. It may be considered if the student has completed 4<sup>th</sup> grade in an elementary school, and the 7<sup>th</sup> grade in a middle school. The parent must present reasons supporting remaining in the former school district and the process will be followed as above.

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For any student granted a transfer under the above, parents will be responsible for transportation to the out-of-district school. The Lexington School Committee cannot guarantee transportation for transfer students; however, if a school bus has room and can be boarded at a regular stop, a student may ride, after securing authorization from the Director of Business and Finance. The selection of the receiving school is the decision of the Lexington Public Schools.

Voted: 4/6/94

Reformatted: 12/02