

POLICY 5103**DOWNERS GROVE GRADE SCHOOL DISTRICT 58****STUDENTS**Transfers*Transfers to District 58*

All students who enter the District from a school outside District 58 shall be required to present a transfer document indicating grade placement. The Superintendent or his/her designee may make any exceptions to grade placement as deemed necessary and appropriate.

Students transferring from another Illinois school district shall provide a copy of the ISBE Student Transfer Form to verify whether or not the student is "in Good Standing" and, whether or not their medical records are up-to-date and complete.

Students transferring from an out-of-state public school shall provide written certification by the parent or guardian that the student is not currently serving a suspension or expulsion imposed by the school from which the student is transferring.

Transfer from District 58

When requested by the parent/guardian, the Building Principal will initiate transfer proceedings and school records will be forwarded to the receiving school when the necessary procedures are completed.

Intra-District Transfer

All requests for intra-district transfers to an attendance center different from the resident attendance center shall be made in writing to the Superintendent during the school year immediately preceding the year of attendance requested. Requests for transfer to a 7-8 attendance center must be submitted prior to April 1.

Approval by District 58 for a middle school intra-District transfer sets no precedence for a similar transfer within District 99. District 99 sets its own policy regarding intra-district transfers.

No decision will be made until the registration of all students has been completed. On the day following registration, the administrative staff will use the following criteria to determine if a transfer will be permitted:

1. The decision at the middle school level will be at the discretion of the building principal after an examination of class sizes in all requested subject areas is completed.
2. Grade level enrollment must be less than 22 in kindergarten; less than 23 in grades 1-3; less than 24 in grades 4-6.
3. For all grades 1 to 6, requests for transfer to a combination class will be granted only if enrollment is less than 21.
4. If the student receives or is eligible for special services, the caseload must be six (6) students below the limitations set by state mandated levels.
5. Transportation to and from attendance centers different from the resident attendance center shall be the sole responsibility of the parent/guardian.

Additional procedures for intra-district transfer related to the School Choice provisions of the *No Child Left Behind Act* are included in Policy #6000.

Upon approval for an intra-district transfer, the following conditions apply:

1. Once approved, intra-district transfers remain in effect throughout subsequent years of attendance in the District for that student in that school. An intra-district transfer approved at the elementary school level sets no precedence for a similar transfer at the middle school level.
2. The child may transfer back to his/her home school, as designated by attendance area regulations, at any time.
3. If the student returns to his/her home school, as designated by attendance area regulations, any future requests for transfer will be determined in accordance with the intra-district transfer policy guidelines.

Under extraordinary circumstances the Superintendent or designee may, at his/her discretion, modify enrollment limitations on a case by case basis.

The decision of the Superintendent or designee shall be final.

Reference: Section 2-3.13a
No Child Left Behind Act of 2001

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