



Book	BYLAWS AND POLICIES
Section	5000 STUDENTS
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Transfers Initiated by a Parent/Guardian

Below are the reasons a parent/guardian may request that the school grant a transfer for a student to attend a school other than the student's assigned school.

A. Curriculum

1. A parent/guardian of a student may request that the student transfer to a school offering a course of study that is not available in the school to which the student is assigned.
 - a. The term "course of study" for transfer purposes shall mean at least four (4) credits consecutive sequence or related courses in the same academic or vocational subject area.
 - b. A student may not transfer from an assigned school to another school under this section prior to the beginning of the semester in which the student is eligible to enroll in the requested course of study in the receiving school.
 - c. If the Executive Director/CEO grants a transfer under this section, the student must enroll in the receiving school and the course of study not later than the second Friday of the semester.
 - d. Continued enrollment in any school on the basis of a transfer under this section requires satisfactory performance in the course of study by the student. If a student who has been granted a transfer under this section elects not to enroll or continue in the course of study that was the basis for

the transfer or fails a required course in a subject sequence that does not permit the student to continue in the course of study during the next semester, the Executive Director/CEO shall transfer that student back to his/her assigned school. If the withdrawal or course failure occurs prior to the second Friday of the semester, the Executive Director/CEO will reassign the student to the student's effective that same semester. If the withdrawal or failure occurs after the second Friday of the semester, the Executive Director/CEO will reassign the student effective at the beginning of the next semester.

2. At the elementary and middle school levels, the Executive Director/CEO generally, will not approve transfers based on curriculum. The only exception to that general rule is when a parent/guardian of an elementary or middle school student requests that the student transfer to a particular school offering a special curricular program that is not available in the school to which the school otherwise would assign the student.
 - a. An elementary or middle school student may not transfer from his/her assigned school for curricular program reasons prior to the beginning of the school year in which the student is eligible to enroll in the requested special curricular program in the receiving school.
 - b. If a student withdraws from the curricular program that was the basis for a transfer under this section, the Executive Director/CEO shall reassign the student to his/her assigned school. If the withdrawal occurs prior to the second Friday of the semester, the Executive Director/CEO will reassign the student effective that same semester. If the withdrawal occurs after the second Friday of the semester, the Executive Director/CEO will reassign the student effective at the beginning of the next semester.
 - 1) Transfers granted under this section are effective only in the year granted.

B. Medical Certification

1. A parent/guardian may request that a student transfer to a particular school if medical certification indicates the necessity for the student to take advantage of special services and facilities offered by that school.
2. The parent/guardian must submit with the transfer application a medical certification on the letterhead of a licensed physician. The medical certification shall include: (a) a description of the nature of the student's medical problem; (b) the type of service or facility recommended; (c) the reason or reasons for recommending the type of service or facility; and (d) the signature and telephone number of the physician. The Executive Director/CEO ordinarily will disregard a designation in the certification of any school or facility by name or geographic location.
3. The Executive Director/CEO will grant a transfer upon medical certification only to a school where the recommended services or facilities exist and are available for the student's use.

4. Recommendations by a physician in a medical certification will not automatically guarantee that the Executive Director/CEO will grant a transfer.
5. The Executive Director/CEO will consider a request for a transfer based on medical certification solely in relation to the health or medical problems of the student and not to the health or other members of the student's family.
6. A student who is granted a transfer under this section and who wishes to return to his/her assigned school shall submit a written statement, signed by a licensed physician (preferably the physician whose certification supported the original request), certifying that the special facilities or services are no longer needed and that the change of school assignment will not endanger the student's health. Upon presentation of such a statement, the Executive Director/CEO may transfer the student back to his/her assigned school.
7. Transfers granted under this section are effective only in the year granted.

C. Undue Hardship

1. A parent/guardian may request that a student transfer to a particular school if undue hardship would result to the student or his/her family by attendance at the student's assigned school.
2. The Executive Director/CEO shall consider a request for transfer under this section based on the circumstances presented in each application. Each application must detail the undue hardship that would result from the student's attendance at the assigned school.
3. The Executive Director/CEO shall consider an undue hardship as any circumstance or set of circumstances of a generally permanent nature that will make it an undue hardship or safety risk for a student to attend his/her assigned school absent a showing of extraordinary circumstances, the Superintendent will not grant transfers based on undue hardship to accommodate a parent/guardian's employment.
4. A parent/guardian of an elementary or middle school student may request a transfer under this section for the purpose of providing day care or supervision for that student at a location other than the child's home before or after the school day, when both parents/guardians (or one parent/guardian in the case of single parent family) are employed outside the home. The Executive Director/CEO will consider a transfer for this purpose only after the parents/guardians establish to the satisfaction of the Office of Student Assignment that: (a) they have made reasonable efforts to arrange for care in a manner or location that would permit the child to attend the assigned school; and (b) they have not failed to secure a person to care for the child in the area of the assigned school for the sole purpose of transferring the child to another school. The length of time the child has been with the person caring for him/her is among the factors the Superintendent will consider in approving or disapproving the transfer request.
5. Transfers granted under this section are effective only in the year granted.

D. Move After the Start of the School Year

If a parent moves after the start of the school year, a parent may request that

the student remain in the school in the attendance boundary in which the parent previously had resided for the remainder of that school year. Under this provision, transportation to and from school shall be the parent/guardian's responsibility.

E. Majority-to-Minority Transfers

A student may transfer to another school where the transfer brings both the sending and receiving schools closer to the school-wide average racial composition of minority students at that grade level.

F. Procedures

1. Unless a student is new to the school or his/her parent/guardian can demonstrate exceptional circumstances preventing a timely application, a parent/guardian must submit an application for a transfer to the Office of Student Assignment between January 1st through the end of the school year, and, if approved, the transfer student must enroll in the receiving school not later than the second Friday of the first semester.
2. The Executive Director/CEO may establish administrative procedures and prescribe forms to implement the transfer provisions of this policy. The Executive Director/CEO will make such procedures and forms available to all parents/guardians and will provide a copy to any student or parent/guardian who wishes to request a transfer under any section of this policy.
3. When the number of students eligible to transfer to a school under this section is greater than the number of open seats in that school, the Executive Director/CEO will assign seats to eligible students using a lottery. When all available seats are filled, Executive Director/CEO will create a waiting list of the remaining students. If additional seats become available before the start of the school, the Executive Director/CEO will contact the parents/guardians of students on the waiting list in the order listed to determine if they still desire a transfer.

Transfers Initiated by Executive Director/CEO

The Executive Director/CEO may initiate a student transfer where s/he determines that such a transfer is in the student's best interests and will serve his/her educational needs. Such transfers typically will result after a consultation between the student's parent/guardian and officials in the Office of Student Assignment, as well as other necessary and appropriate school officials. The Executive Director/CEO may initiate a transfer under this section at any time.

Transportation

In all cases of a transfer initiated under this section with the exception of childcare, the student's parent/guardian shall be responsible for transportation to the school outside of the student's assignment boundary. In cases where special transfers have been granted due to childcare, transportation under normal Edison School of the Arts guidelines shall be provided from the childcare address to the boundary school mandated by the childcare address.

Monitoring

The Executive Director/CEO shall monitor the implementation of this policy and shall submit to the Board an annual report on transfers that includes: (a) an analysis of the total number of transfers requested and approved and the reasons for approving the transfers; (b) an analysis of the total number of transfer denied and the reasons for denying the transfers; (c) the impact of the approved transfers on the capacity and diversity of both the sending and receiving schools; and (d) any recommendations regarding modifications to the transfer policy.

Option to Remain in Edison School of the Arts When Moving Out of the School During School Year

If a student is properly enrolled in, and attending, any IPS school and moves to another school corporation during the school year, the parent(s) may choose to have that student continue to attend the IPS school s/he was attending (at the time s/he was residing within the IPS district) for the remainder of that semester. At the discretion of the IPS school where the student was enrolled, the student may, if desired, continue to attend that school for the remainder of the school year. However, if the student completes grade 11 in any school year before, or during which, the choice to remain in a particular IPS school is made, the student may continue to attend that school through the end of the following year in grade 12. The foregoing policy is in accordance with I.C. 20-26-11-2-(7). Under this provision, transportation to and from school shall be the parent/guardian's responsibility.

Appeals of a Denial of a Transfer or Admission to a Magnet or Option Program

The Executive Director/CEO shall appoint an Appeals Board composed of five (5) individuals representing a cross-section of the Edison School of the Arts community, including a parent of a student residing in IPS and an Edison School of the Arts principal, to review a denial of a request to attend a magnet or option program or of a transfer.

To be eligible to utilize the appeals process for a denial or a transfer, the parent or

guardian must have made a timely transfer request, the request must have been for a reason allowed by this policy and must have been denied a request by the Office of Student Assignment. To be eligible for an appeal for denial of a request to attend a magnet or option program, the parent or guardian must have made a timely request for a magnet or option program and demonstrate that a procedure set forth in this policy was not followed and that the request was denied by the Office of Student Assignment. The following procedures shall be applied in the appeals process:

1. To initiate an appeal, a written request must be submitted to the Appeals Board not later than thirty (30) days after the date the Office of Student Assignment sends written notice of the denial of the request.
2. The Appeals Board will receive and review all documents and information pertinent to the decision appealed. Additional information may be submitted by the parent or guardian requesting an appeal. All student records and documents reviewed by the Appeals Board will be kept confidential.
3. The Appeals Board will issue a written decision as promptly as possible. A copy of the decision will be sent to the parent or guardian requesting the appeal and the Office of Student Assignment.
4. The decision of the Appeals Board is final.

Policy Review

The Board shall review this policy every three (3) years, upon adoption of this policy.

