

## **Policy**

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### TRANSFERS

#### General

The Board of Education has assigned school attendance zones based on a neighborhood school concept. All transfers into the schools of the district shall be in accord with file code 5111 Admission and 5118 Nonresidents. All pupils are expected to attend the school which is determined by the pupil's legal residence.

Any exceptions to this policy must be sought and granted by the Chief School Administrator or the Chief School Administrator's designee. Written approval must be obtained by the petitioner. No request for transfers will be approved prior to October 1<sup>st</sup> of any school year. Students are to report and remain at their assigned neighborhood school until a determination is made with regard to the transfer request.

Students transferring into the district are expected to present copies of records from the previously attended school (or district) to aid in placement. Also required are proof of immunizations and proof of identity.

Parents/guardians of pupils or adult pupils transferring from the district shall notify the Principal in a timely manner of their intention to leave the district.

Student records shall be transferred between Chief School Administrators within the time frame prescribed by law.

#### Intradistrict Transfers

A request for authorization to have a child attend a Plainfield school other than one within the zone of the pupil's legal address shall be considered if mitigating circumstances are involved.

Transfer requests are valid for one year. Continuance of this temporary arrangement is contingent upon the pupil establishing and maintaining a good attendance record, good behavior and infrequent tardiness. The pupil must also demonstrate the capability of making an all around satisfactory adjustment in the out of zone school. Failure to meet the cited contingencies will subject the approved applicant for review and possible revocation.

Verification of the legal address of the pupil is to be established prior to the approval of a pupil's application for transfer. Fraudulent statements will render applications void and disqualify the petitioner.

#### Intradistrict Transfers in Compliance with No Child Left Behind

When a school in the district fails to achieve adequate yearly progress as defined by the state for two consecutive years, parents/guardians shall be informed of options for students in that school, including the option of transferring to another school in the district. Notices to parents/guardians shall list the possible accepting schools and describe information on their performance. Only schools that have achieved adequate yearly progress shall be included on the list.

The lowest-achieving students from the lowest-income families, as identified through federal free or reduced-price lunch statistics, shall be given priority in transferring.

Transfers (continued)

Transportation shall be provided at no cost to transferring students until the school that they are leaving demonstrates adequate improvement. Funding of transportation shall not exceed the limits described in NCLB. Students may remain in the school into which they have transferred until they have completed the highest grade in that school.

Unsafe School Choice Option

If a school in the district is identified as “persistently dangerous” by the state department of education, all students in that school shall be offered on a space available basis the option of transferring into another school in the district that has not been so designated. Parents/guardians shall be notified within 15 calendar days after the district is notified of the school’s status, and all transfers shall be completed by the beginning of the school year following. To the extent possible, transfers shall be into schools in the district that are making adequate yearly progress. Students may remain in the school into which they have transferred until the school of origin is no longer identified as “persistently dangerous.”

In addition, any student who becomes a victim of a violent criminal offense while in school or on school grounds shall be offered the option of transferring into a safe school within the district. The student shall be given the option within 10 days of the incident, and the transfer shall occur within 30 days of determination that the student was a victim. Applicable definitions and criminal offenses shall be as listed in the statewide policy.

Transportation shall not be provided to students transferring out of “persistently dangerous” schools and student victims of violent criminal offenses.

If the Board cannot offer a safe school alternative within the district to students choosing to transfer out of a “persistently dangerous” school or to a student who has been a victim of a violent criminal offense, the Chief School Administrator shall attempt to establish an agreement with a neighboring district. The Board shall review and approve any agreement prior to its application.

The Chief School Administrator shall ensure that the district complies with all requirements of federal law and the state department of education. He/she shall prepare regulations to implement this policy.

**Adopted: October 19, 1999 (Intradistrict Transfers)**  
**Adopted: March 14, 2006 (Transfers)**  
**Amended: May 19, 2009**

Key Words

Transfers, Persistently Dangerous Schools, Victims of Violent Crimes

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 18A:7B-12	District of residence; determination
	<u>N.J.S.A.</u> 18A:36-19a	Newly enrolled students; records and identification
	<u>N.J.S.A.</u> 18A:36-25.1	Proof of child’s identity required for enrollment; transfer of record between districts
	<u>N.J.S.A.</u> 18A:36B-1 <i>et seq.</i>	Interdistrict Public School Choice Program
	<u>N.J.S.A.</u> 18A:38-8	Duty to receive pupils from other districts
	<u>N.J.A.C.</u> 6A:12-3.2	Criteria to guide the Commissioner’s approval of choice program applications
	<u>N.J.A.C.</u> 6A:23-5.2	Method of determining the district of Residence
<u>N.J.A.C.</u> 6A:32-8.2	School enrollment	

Transfers (continued)

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Unsafe School Choice Option Policy, New Jersey Department of Education, June 30, 2003

**Possible**

**Cross References:**

*5111	Admission
*5125	Pupil records
*5131	Conduct/discipline
*5131.5	Vandalism/violence
*5141.3	Health examinations and immunizations

\*Indicates policy is included in the Critical Policy Reference Manual.