

Dr. Kevin Dirth  
Superintendent

Martha Gagner  
Business Manager

Julie Regimbal  
Special Ed Director

Joanne Wells  
Assistant Special Ed Director



Kathy Finck  
Human Resource Director

Dr. Sean O'Dell  
Curriculum Director

Michelle Spence  
Early Childhood Programs

Andrea Racek  
Assist to Early Childhood Programs

## MAPLE RUN UNIFIED SCHOOL DISTRICT ELEMENTARY SCHOOL IN-DISTRICT TRANSFER PROCEDURES

### Philosophy

Acknowledging that the goal of our schools is to provide the best possible education to each child by utilizing all the resources available to us, a system allowing student transfer among the three elementary schools within the MRUSD will be implemented in accordance with the parameters outlined.

### Definitions

Transfer:	Enrollment in one of the three MRUSD elementary schools – Fairfield Center School, St. Albans City School, and St. Albans Town Educational Center – other than the school of residence.
Elementary:	Grades K – 8
Sending school:	The home school of a participating student
Receiving school:	The school chosen by a participating student
Eligible student:	Any elementary student residing in the MRUSD
Transfer student:	A student that is participating in this program and is attending a receiving school, which is not in the student's home school attendance area.
School of Origin:	The first school in MRUSD in which a student enrolled (based on residency)
School of Residency:	The school for which a student's residence is zoned.

### Implementation of in-District Transfer Program

Maple Run Unified School District shall permit students to attend an in-district elementary school other than their home school based on residency, with the following limitations:

1. MRUSD shall permit up to ten (10) students per year to attend an elementary school that is not their school of residency.
2. If more than the agreed upon number of students wish to transfer from a sending school or to transfer into a receiving school, siblings of currently enrolled students will be given priority, after which a lottery system, as developed by the superintendent, shall be employed within three days of the application deadline.
3. The lottery system shall allow students not selected for admission at the elementary school of their choice to participate in a second-choice lottery if spaces become available.

4. Students must be eligible for enrollment in their home school attendance region to be eligible for enrollment in this school transfer program.
5. Transfer students must be accepted on a nondiscriminatory basis.
6. Transfer requests may be denied if the requested transfer would have negative impacts on class size or staffing at the sending or receiving school or due to other extenuating circumstances. The Superintendent of Schools will make the determination of approval or denial.
7. Each transfer student shall be assured the opportunity for enrollment in that school until matriculation to 9<sup>th</sup> grade for as long as the student continues to reside in the MRUSD.
8. If, at any time, the student wishes to return to his/her home school for the next school year, the superintendent must be notified by March 1.
9. Students participating in the in-district transfer program do not need to reapply for subsequent years.
10. Transportation is the responsibility of the student's family and will not be provided to students unless a bus to the sending school is available. Parents must maintain transportation and regular attendance in the enrolled school.
11. Requests for consideration must be made in writing – by completing appropriate application documents – by April 15. The requests will be considered based on impacts outlined in number six (6) above or considering any other extenuating circumstances. The superintendent will make decisions regarding an application by May 1, and parents will be notified in writing as soon as the decision has been made. Decision of the superintendent is final.
12. Students who participate in this program and attend a different elementary school than their home school of residence will be expected to remain at the new location through the remainder of that school year unless there are extenuating circumstances to be considered by the superintendent. Decision of the superintendent is final.
13. These protocols are in no way intended to apply to mid-year request for transfer of students. The superintendent may consider such requests if student well-being is in question. Otherwise, requests for in-district transfer must be limited to the end of school year application process and start of school year transfer timeline.
14. If a student's family moves to another municipality in the school district, they will have the option of staying at their school of origin or transferring to their new school of residence. Relative to transportation, see #10.