

SUBJECT: INTRA-DISTRICT TRANSFERS

All students will attend those schools within whose attendance zones their residence is located unless there are significant extenuating circumstances related to safety, mental health or discipline as determined by the district. Decisions will be made on an individual basis with input from all concerned so that an appropriate educational setting for the student will be established. Transfers will be approved on a yearly basis (i.e., transfers are valid for the current year only). Students entering or continuing their last two years of high school, may request to remain in their current school in the event of an address change to an alternate attendance zone within the Levittown School District. Parents, guardians and or Principals may request a student transfer by the following procedures outlined below.

A. Parent or Guardian Initiated Request:

1. A request for a student transfer by a parent or guardian must be directed to the home school Principal in writing and must detail the safety concern.
2. The home school Principal will request a full report made to him/her within a two-week period.
 - a. In the secondary schools the guidance chairperson will coordinate the gathering of all data which should include a summary of parent contacts with guidance and administration, cumulative reports, psychological and medical data, etc.
 - b. In the elementary schools the Principal will coordinate the gathering of data as in in #A-2-(a) above.
3. If the home school Principal does not recommend the transfer based on all the documentation, he/she will notify, by letter with accompanying documentation, the Superintendent or his/her designee.
 - a. The Superintendent or his/her designee will forward notice of disapproval of transfer request to the parent or guardian.
4. If the home school Principal processes the transfer he/she will request a conference between the two schools involved in the transfer request. This conference will include the following personnel:
 - a. The appropriate guidance counselor and the school psychologist of the initiating school; and
 - b. The Principal or his/her designee and the guidance chairpersons and psychologist of the receiving school.
 - c. All pertinent documentary material shall be available at this meeting.
 - d. The conference results with a recommendation and a copy of all documentation should be mailed to the Superintendent, or his/her designee for final disposition. Notice of approval or disapproval of transfer request will be forwarded to the parent or guardian by the Superintendent and or his/her designee.
 - e. No transfer shall be deemed effective until approved by the Superintendent or his/her designee.

(continued)

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B. Principal Initiated Request

1. The Principal will request a full report made to him/her by building staff.

a. In the secondary schools the guidance chairperson will coordinate the gathering of all data which should include a summary of parent contacts with guidance and administration, cumulative reports, psychological and medical data, etc.

b. In the elementary schools the Principal will coordinate the gathering of data as in #B-1-(a) above.

2. If the home school Principal processes the transfer he/she will request a conference between the two schools involved in the transfer request. This conference will include the following personnel: In the event there is a disagreement between the schools, the Superintendent's designee shall be invited to join the meeting.

a. The appropriate guidance counselor and the school psychologist of the initiating school; and

b. The Principal or his/her designee and the guidance chairperson and psychologist of the receiving school. All pertinent documentary material shall be available at this meeting.

c. The conference results, with a recommendation and a copy of all documentation, should be mailed to the Superintendent, or his/her designee, for final disposition. Notice of approval or disapproval of transfer request will be forwarded to the parent or guardian by the Superintendent, or his/her designee.

d. No transfer shall be deemed effective until approved by the Superintendent, or his/her designee.

C. Mid-Year Moves

1. Students who move their residence from one Levittown district school's geographic attendance zone during grades to another Levittown district school's geographic attendance zone may request to stay in their current school for the remainder of the school year.

D. District Program Placement

Students with disabilities are exempt from this policy as they are assigned to a particular school by action of the Committee on Special Education. By virtue of a student's participation in the English as a Second Language (E.S.L.), and/or alternative education program, some students are exempt from compliance with this policy. When such exemptions might end as a particular student is declassified from one of the above programs the placement of the child reverts back to the regular district placement protocol. Notwithstanding all of the above, a student who is educated at a particular school may request to remain in that school for an additional year should the previous section of this policy not allow for such continuance. In this case, the decision shall be made by the Superintendent's or his designee.

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