
STUDENTS – INTER-SCHOOL STUDENT TRANSFERS

Adoption Date: August 1993; Revised May 12, 1998; Revised May 8, 2001;
Revised September 14, 2004; Revised July 12, 2005;
Revised October 8, 2013; July 18, 2017; August 14, 2018

Legal Ref:

Cross Ref:

The Board of School Trustees recognizes that parents might prefer that their children attend a school other than the particular one designated by the attendance area in which they reside. Westfield Washington Schools (“WWS”) will consider inter-school student transfers for medical reasons, hardship, or based upon any other reason deemed valid by the Superintendent or designee. This does not include inter-school transfers that are required to provide a special education student with free appropriate public education.

A parent/guardian must submit the Student Transfer Request Form to the Superintendent by June 10 for WWS to consider the transfer request for the subsequent school year. WWS will consider transfer requests in order of receipt. This request must state the reasons for the transfer and documentation appropriate to the request must be included (e.g. doctor’s statement). WWS may require additional information or documentation in order to assess the transfer request. All requests will be held and acted upon by July 10. Parent(s)/guardian(s) will be notified of WWS’s decision.

In exceptional situations, WWS will consider inter-school transfer requests made during the school year. Transfer requests approved during the school year will be for the remainder of that school year only. Another request must be submitted for subsequent years.

Approval of the transfer request is primarily contingent upon the receiving school’s projected enrollment and meeting the educational needs of the child. If WWS grants a transfer request, parents will be responsible for transporting the student to and from the new school. Any additional expenses incurred by WWS due to the transfer shall be borne by the parent(s)/guardian(s).

Students who are granted a transfer request may lose their transfer for the following reasons:

1. Poor attendance (including tardies);
2. Poor behavior;
3. Lack of academic effort;
4. Any other reason deemed valid by the Superintendent.

The building principal will work with the parents if any of the above situations develop. The principal will inform the parents, in writing, of the possibility of the transfer approval being revoked. The building principal will make the recommendation to the

Superintendent, who, in turn, will make the final decision. If a transfer request is voided, students must attend the school in their attendance area. They are not permitted to seek a transfer to another WWS school.

A granted transfer is only valid for one school year. Parent/guardians must reapply prior to each school year. Past acceptance of a student or a student's household member is not a guarantee of future transfer approval.