

## INTRA-DISTRICT TRANSFERS

It is the policy of the Westfield Public Schools to operate an intra-district transfer plan at the elementary level (K-4).--Students will be required to attend school in the attendance area in which they reside, unless the Superintendent has granted special permission.

Special permission may be granted for the following reasons:

1. If the change involves a hardship case, or if there are medical considerations.
2. If the legal residence of a child changes from one attendance area to another during the school year and the parents wish the student to remain in the former school; permission will not extend beyond the current school year.

Also:

1. The request will not cause classroom overcrowding.
2. The change appears to be in the best interest of the student.
3. Approval is for one school year only.
4. The Superintendent, with input from Principals, determines if space is available to accommodate the parental request.
5. The approval can be revoked by the Superintendent of Schools for extenuating circumstances.
6. The parent is responsible for providing transportation for the student to and from the school. **NO** exceptions will be made.
7. Due to enrollment fluctuations, parents **may not** be notified as to the status of the request prior to the start of school. They will be notified as soon as possible.

Adopted: June 16, 1997

First Reading: December 10, 2007

Second Reading: January 7, 2008

Revised and adopted: January 7, 2008

Revised and adopted: April 6, 2015

Waived 1<sup>st</sup> reading and 2<sup>nd</sup> final reading & amended: October 17, 2016

Waived 1<sup>st</sup> reading and 2<sup>nd</sup> final reading & amended: May 21, 2018