

Policy JCB: TRANSFERS WITHIN THE DISTRICT

Status: ADOPTED

Original Adopted Date: 05/10/2004 | **Last Revised Date:** 12/14/2020 | **Last Reviewed Date:** 12/14/2020

The Board will establish attendance areas for all of the district's school buildings, which will be reviewed annually. Attendance areas are dictated by the address of natural or legal guardian(s), and students who live within an attendance area will be required to enroll in the designated building unless one of the following exceptions applies.

Reassignment

The superintendent or designee may reassign student(s) to a different building for the health, safety or welfare of the student, to maintain discipline and safety in the schools, to better meet the educational needs of the student or to address overcrowding in school.

Students with Disabilities

Students with disabilities may be assigned to attend a school outside their attendance area by their Section 504 team or pursuant to their individualized education programs (IEPs). Administrators participating in these decisions will notify the admissions office as soon as the decision is made to place a student outside his or her attendance area.

Homeless Students and Students in Foster Care

As required by law, students placed in foster care or students who qualify as homeless may attend or continue to attend the school of origin when it is determined that it is in the student's best interest, even when the student is placed in a home or temporarily resides in a home in another attendance area or school district.

Transfer Requests

Unless required by law, transfers are a privilege, not a right. The district will consider educational needs rather than convenience or following or remaining with a peer group when making the decision to allow a student to transfer. Further, the district may rescind a transfer once granted for any reason including, but not limited to, disciplinary issues or an increase in absences. Transportation will not be provided to students transferring to schools outside their designated attendance area, unless required by law.

A parent(s)/guardian(s) may submit a request to transfer the student to a different district school subject to eligibility as determined by the district. Students who wish to transfer to a different district school, or their parents/guardians, must submit a transfer request to the district administration building on or before April 1 of the school year prior to the year the transfer is desired. Transfer requests received after April 1 will be considered only after those received by the April 1 deadline.

1. Transfer decisions will be made after May 1 and after the schools have completed pre-enrollment. Parents will be notified once a final decision is made.
2. If a student starts at one school and later moves to the attendance area for a different school, he or she will be allowed to remain at the original school for the remainder of the year. For subsequent years, a transfer request should be completed by April 1. Transfer requests received after April 1 will be considered only after those received by the April 1 deadline.
3. Children of employees will be given priority for school transfers that benefit the parent's employment with Columbia Public Schools. The administration will begin reviewing requests after April 1 and transfers are subject to space availability.
4. Once a transfer has been approved, the student may continue to attend the transfer school for one year only unless otherwise notified by the district.

Transfers Due to Accreditation Status

In accordance with law, if the Missouri State Board of Education declares the Columbia School District unaccredited, a student who has been enrolled in and attended a district attendance center that has an annual performance report score consistent with a classification of unaccredited may transfer to another eligible school in the district with the capacity to receive the student. The student must have attended the attendance center for the full semester prior to requesting the transfer. The superintendent or designee will coordinate the transfers in accordance with law.

Students who choose to attend a district school with admission requirements or a competitive entrance process, such as a magnet school or an academically selective school, must meet the admission requirements in order to attend.

Transfers Allowed by Federal and State Law

Students enrolled in a school identified as persistently dangerous pursuant to federal and state law may transfer to another public school within the district that has not been so identified. A student who has been a victim of a violent criminal offense on school property as defined by state regulation may transfer to another public school in the district upon request.

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Note: *The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

- §162.1190, RSMo.
- §167.895, RSMo
- 5 C.S.R.20-100.210

Description

- [State Statute](#)
- [State Statute](#)
- [State Regulation](#)

Federal References

- 20 U.S.C. § 1400-1417
- 20 U.S.C. § 6311
- 20 U.S.C. § 7912
- 29 U.S.C. § 794
- 34 C.F.R Part 104
- 34 C.F.R Part 300
- 42 U.S.C. §§ 11431-11435
- 42 U.S.C. §§ 12101-12213

Description

- [Individuals with Disabilities Education Act](#)
- [Elementary and Secondary Education Act](#)
- [Elementary and Secondary Education Act](#)
- [Section 504 of the Rehabilitation Act of 1973](#)
- [Section 504 of the Rehabilitation Act of 1973](#)
- [Individuals with Disabilities Education Act](#)
- [McKinney - Vento Homeless Children's Assistance Act](#)
- [Americans with Disabilities Act](#)

Cross References


- FC
- IGBA-1
- IGBCA
- IGBE
- IHB

Description

- [SCHOOL CLOSINGS, CONSOLIDATIONS AND REORGANIZATIONS](#)
- [SPECIAL EDUCATION](#)
- [PROGRAMS FOR HOMELESS STUDENTS](#)
- [STUDENTS IN FOSTER CARE](#)
- [CLASS SIZE](#)



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