

INDEPENDENT SCHOOL DISTRICT 196
Rosemount-Apple Valley-Eagan Public Schools
Educating our students to reach their full potential

Series Number 502.4.3AR Adopted November 1979 Revised May 2017

Title Student Transfers: Parent/Guardian/Adult Student Request

1. **Authorization** – The superintendent designates the authority to approve or deny transfers to the directors of elementary education (for students in grades k-5), secondary education (for students in grades 6-12) and special education (for students in center-based special education programs).
2. **Criteria** – In approving or denying transfer requests from parents, guardians or adult students, the appropriate director will approve applicants based on space available in the requested school.
 - 2.1 When the number of applicants requesting a particular school with available space is the same or fewer than the number of available spaces at that school, all applicants will be accepted.
 - 2.2 When the number of applicants requesting a particular school is more than the number of available spaces at that school, applicants to be accepted will be chosen by random selection.
 - 2.3 Applicants who request schools with no space available or who are not chosen in the lot referred to in section 2.2 above will be given the opportunity to request to transfer to a school with space available or to be placed on a waiting list for the requested school. Applicants on a waiting list will be approved for transfer if and when space becomes available at the requested school.
 - 2.4 A student who is accepted for a transfer to a District 196 high school may be eligible for A-squad (varsity) competition if permitted by Minnesota State High School League bylaws.
3. **Application Process**
 - 3.1 District 196 Resident – Complete Procedure 502.4P, Intradistrict Student Transfer Application and submit to the District 196 student information supervisor.
 - 3.1.1 Applications for elementary school, middle school and high school students should be submitted by December 15 for the following school year.
 - 3.1.1.1 Applications received after these deadline dates will be handled on a case-by-case basis.
 - 3.1.1.2 Applications for transfer for a particular school year will be accepted no earlier than September 1 of the previous school year.
 - 3.2 Nonresident – Complete Procedure 502.4.1P, Application to Participate in the State Enrollment Options Program, and submit to the District 196 student information supervisor.
 - 3.2.1 The district may require the parent or guardian or adult student to release information from the resident school district.
 - 3.2.2 If a request from a nonresident is approved, a copy of the Procedure 502.4.1P, Application to Participate in the State Enrollment Options Program, will be sent to the resident district.
 - 3.3 Magnet schools use a separate enrollment process which is detailed in Procedure 502.3P, Attendance Priorities for Transfer Students – Magnet Schools.

4. Duration and Timing

- 4.1 The request will be approved or denied by the appropriate director. Unless otherwise approved by the director, all transfers will become effective at the beginning of the new school year.
- 4.2 District 196 Resident – Intradistrict transfers expire at the end of a level.
- 4.3 Nonresident – Interdistrict (open enrollment) transfers do not expire but placement at the next level is determined by space availability.