

## **BOARD POLICY 432.1 – EXHIBIT**

School District of Fort Atkinson

### **Elementary Intra-District Transfer (IDT) Request**

#### **AR432.1 - Elementary Intra-District Transfer (IDT)**

Any resident student requesting to attend a school other than his/her designated elementary attendance area must complete an application for Intra-District transfer prior to the initial school year of requested attendance (initial placement) or when requesting a building change from the previous year. Application for Intra-District Transfer does not need to be made annually after approval of the initial placement if the student is continuing to attend the same school. Elementary Intra-District Transfer Application forms will be made available to parents in the office of each elementary school as well as on the District website.

Placement priority is always given to students attending elementary school in his/her assigned attendance area.

For those seeking Intra-District Transfer, placement priority is given in the following order:

FIRST PRIORITY - Students who attended the requested school during the previous school year (already placed IDT or Open Enrollment students)

SECOND PRIORITY - Students who have a sibling already in attendance at the requested school through the IDT or Open Enrollment process

THIRD PRIORITY - Students residing in the School District of Fort Atkinson seeking initial or new IDT placement

FOURTH PRIORITY - Students attending the School District of Fort Atkinson through Open Enrollment seeking a new building placement

Placement is subject to administrative approval and based largely on available space as well as overall balance of class sizes district-wide. A lottery will be used as necessary. Transportation is the responsibility of the family.

Annual Deadline for Application = March 15<sup>th</sup>

**NOTE** - If March 15 falls on a non-work day, applications are due by the immediate following Monday

Open Enrollment student building requests, per State law, will be made by April 30<sup>th</sup> annually. By the first Monday in June annually, the School District will inform Open Enrollment families as to the



student's building placement. IDT requests by resident students or current Open Enrollment students after the April 30<sup>th</sup> Open Enrollment deadline will be placed after Open Enrollment students are assigned building placements.

In the event that the District makes changes to overall elementary section numbers, or any other decision that impacts the total available student placements per building, an IDT student may be returned to his/her original attendance area school or moved to another elementary school in the District with available placement(s). At that time, if a sibling is also in attendance as an IDT student, as possible, transfer to the newly assigned school will be offered to that/those students as well.

Application Process:

1. Parents desiring to make application for a new Elementary Intra-District Transfer or parents desiring to make a change from a previous year's Intra-District Transfer must complete an application form.
2. Completed application forms must be received by the principal of the requested school of attendance by the application deadline.
3. The file of applications received will be reviewed by the elementary principals as a group.
4. Principals will approve or deny applications after consideration of the criteria listed above as well as special needs of the student if present.
5. When application decisions have been reached, principals will notify parents of the decision.

**Elementary Intra-District Transfer (IDT) Request Form**

Board Policy 432.1 – Exhibit

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If you are unsure of your assigned attendance area school, please contact the District Administrator's office at 563-7807. If you have questions regarding this process, please contact your assigned attendance area elementary principal at the following numbers:



- Rockwell Elementary School = 563-7818
- Barrie Elementary School = 563-7817
- Luther Elementary School = 563-7828
- Purdy Elementary School =563-7822

**Elementary Intra-District Transfer (IDT) Request Form**

Board Policy 432.1 – Exhibit

First & Last Name of Student	Grade for Year of Placement	District-Assigned Attendance Area School	Current School (if applicable)

This request is being made for the 20\_\_\_\_\_ / 20\_\_\_\_\_ school year.

Reason for Request:



Parent(s)/Guardian(s)

Name: \_\_\_\_\_

Parent(s)/Guardian(s) Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent(s)/Guardian(s) Phone Number ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Parent(s)/Guardian(s) E-mail

Address \_\_\_\_\_

***By signing this application, I acknowledge that I have read Board Policy Exhibit 432.1 regarding Elementary Intra-District transfer placements and are requesting this placement***



*in full understanding of the process and procedures associated with this type of placement now and in the future.*

Parent(s) / Guardian(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY

RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_

PRINCIPAL SIGNATURE

\_\_\_\_\_

\_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED

NOTES: