

STUDENTS

Student Assignment and Intra-District Transfer

Attendance Areas

The District is divided into school attendance areas. The Superintendent will review the boundary lines annually and recommend any changes to the Board.

The Superintendent or designee shall maintain a map of the District showing current boundary lines within current school attendance areas.

Assignment to Attendance Centers

Students living within the boundary of a given school attendance center shall be assigned to that school. Homeless children shall be assigned according to Board Policy 6:140 *Education of Homeless Children*.

Intra-District Transfers

A student's parent(s)/guardian(s) shall provide a written request for an intra-district transfer of their child(ren) from one school to another. Written requests will only be considered following the District registration dates.

All requests must be directed to the Superintendent or designee.

Approval of all transfer requests will be based on the availability of space. If space is available, the Superintendent or designee, who at his or her sole discretion, may grant the request when the parent(s)/guardian(s) demonstrate that the student could be better accommodated at another school. Transfer requests will not be granted for the purpose of participation in interscholastic or athletic activities.

If a request is granted the parent/guardian shall be responsible for transportation.

The provisions in this section have no applicability to transfers pursuant to: (1) Title I covered in Board policy 6:15, *School Accountability*, or (2) the Unsafe School Choice Option covered in Board policy 4:170, *Safety*.

Class Assignments

The Superintendent or designee shall assign students to classes.

LEGAL REF.: 105 ILCS 5/10-21.3, 5/10-21.3a, and 5/10-22.5.

CROSS REF.: 4:170 (Safety), 6:15 (School Accountability), 6:30 (Organization of Instruction),
6:140 (Education of Homeless Children)

Adopted by the Board of Education September 2001

Revised and Adopted: December 2006; November 2008; April 2011