



South Washington County Schools • Independent School District 833  
**2010-11 Grade K-12 INTRADISTRICT TRANSFER REQUEST**

Student Name \_\_\_\_\_

Student # \_\_\_\_\_

Current Grade \_\_\_\_\_ Effective Date \_\_\_\_\_

Grade at time of Transfer \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Date \_\_\_\_\_ Phone \_\_\_\_\_

Student Address \_\_\_\_\_

Birth Date \_\_\_\_\_

Current School \_\_\_\_\_

Attendance Boundary Assigned School \_\_\_\_\_

School Being Requested \_\_\_\_\_

Are you submitting a request for more than one student? ☐ Yes ☐ No

If yes, would you like the request to be considered together or separately?

☐ Together ☐ Separately

Day Care Name \_\_\_\_\_ Day Care Phone \_\_\_\_\_

Day Care Address \_\_\_\_\_

☐ Check here if this is a request for the International Baccalaureate (IB) Program at Park High School for an 11th or 12th grade student.

Reason for request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

My signature indicates I understand:

- 1) **The student/parent/guardian is responsible for providing transportation.**
- 2) Minnesota State High School League rules relative to participation in varsity sports.
- 3) District policies and procedures pertaining to intradistrict transfers.

**This transfer, if approved, will be on a continuing basis at the school you are requesting through this transfer request. Notification whether the request is approved will be made in writing by February 15, 2010 for middle and high school students and by May 15, 2010, for elementary students.**

Parent/Guardian signature(s): \_\_\_\_\_

For more information go to [www.sowashco.k12.mn.us](http://www.sowashco.k12.mn.us)

Call: 651-458-6218

Fax: 651-458-6320

**\*\* Middle and High School requests due by Jan. 15, 2010 \*\***

**\*\* Elementary requests due by April 9, 2010. \*\***

South Washington County Schools - STUDENT INFORMATION  
7362 East Point Douglas Road S., Cottage Grove, MN 55016-3025

• FOR OFFICE USE ONLY •

DATE RECEIVED IN STUDENT  
INFORMATION

\_\_\_\_\_ Date

☐ Approved - capacity available

☐ Disapproved for lack of capacity

\_\_\_\_\_  
Trisha Turitto, Manager  
Student Information

## 2010-11 INTRA-DISTRICT TRANSFER REQUESTS

**The following are the guidelines for intra-district transfers for resident students of South Washington County Schools. All requests for middle and high school transfers are due no later than 4 p.m. on Friday, Jan. 15, 2010 and no later than 4 p.m. on Friday, April 9, 2010 for elementary students.**

### **Elementary Schools**

1. Intra-district transfer requests for the 2010-11 school year may be granted on a space available basis subject to the approval of the Assistant Superintendent for Elementary Schools.
2. Acceptance of a student under an intra-district transfer shall be determined after the staffing levels for the schools have been determined and shall not increase the number of students at a grade level within the receiving school beyond 90% of the established classroom cap for that grade level.
3. Acceptance of a student under an intra-district transfer shall not increase staffing requirements at the school receiving the student.
4. Students approved for an intra-district transfer in one year shall be included in the enrollment projections of the receiving school in future years for staffing purposes.
5. Kindergarten students with an elementary sibling attending a school under an intra-district transfer the year the kindergarten student will be enrolled will also be enrolled in the intra-district transfer school unless requested otherwise.
6. Applications for consideration for transfer to another elementary school should be submitted by April 9, 2010.
7. If the number of intra-district transfer exceeds the available space in a grade level, the order of approval shall be determined by selecting names through a random drawing process.
8. Parents/guardians are responsible for providing transportation to and from school in every instance where an intra-district transfer has been approved.
9. Families must reapply if requesting enrollment at a school outside the assigned attendance boundary when school transitions occur (elementary to middle; middle to high school).
10. The School Board shall review the outcome of the intra-district transfer policy for elementary schools and make recommendations for the 2011-12 school year.

### **Middle Schools**

1. Intra-district transfer requests for the 2010-11 school year may be granted on a space available basis subject to approval of the Assistant Superintendent for Secondary Schools.
2. Transfer approvals will be limited to a net +/- 3% above or below the assigned attendance boundary enrollment per grade level at Cottage Grove, Oltman and Woodbury Middle Schools.
3. Intra-district transfers to Lake Middle School will not be approved due to capacity constraints.
4. Acceptance of a student under an intra-district transfer shall not increase staffing requirements at the school receiving the student.
5. If the number of intra-district transfer exceeds the available space in a grade level, the order of approval shall be determined by selecting names through a random drawing process.
6. Students approved for an intra-district transfer in one year shall be included in the enrollment projections of the receiving school in future years for staffing purposes.
7. Applications for consideration to transfer to another district middle school outside the assigned attendance area should be submitted by January 15, 2010.
8. Parents/guardians are responsible for providing transportation to and from school in every instance where an intra-district transfer has been approved.
9. Families must reapply if requesting enrollment outside the assigned attendance boundary when school transitions occur (elementary to middle; middle to high school).
10. The School Board shall review the intra-district transfer policy and make recommendations for middle schools for the 2011-12 school year.

### **High Schools**

1. Intra-district transfer requests for the 2010-11 school year may be granted on a space available basis subject to the approval of the Assistant

Superintendent for Secondary Schools.

2. Transfer approvals will be limited to a net +/- 3% above or below the assigned attendance boundary enrollment to each site to assure that space is used efficiently and that no site is over capacity or student opportunities diminished due to significant loss of enrollment. Preference for enrollment will be given to students in grades 11 and 12 who request transfer to a unique district program at the International Baccalaureate Program at Park High School.
3. Should net requests to a school exceed +/- 3%, the order of approval shall be determined by a random drawing process.
4. Students approved for an intra-district transfer in one year shall be included in the enrollment projections of the receiving school in future years for staffing purposes.
5. Eligibility for athletic participation related to transfer to a different school will be under the rules and guidelines of the Minnesota State High School League. MSHSL has ultimate authority in these matters. ("Note: the MSHSL already recognizes International Baccalaureate as an exception to their transfer eligibility policy.")
6. Acceptance of a student under an intra-district transfer shall not increase staffing requirements at the school receiving the student.
7. Applications for consideration to transfer to another district high school should be submitted by January 15, 2010.
8. Parents/guardians/students are responsible for providing transportation to and from school in every instance where an intra-district transfer has been approved.
9. The School Board shall review the outcome of the intra-district transfer policy for high school students and make recommendations for the 2011-12 school year.