

THE SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

PUPILS  
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Internal Student Transfers

5124 INTERNAL STUDENT TRANSFERS

A. ~~1. Parents A parent and/or guardians~~ may request to transfer on forms provided on the District website for their children in grades one through eight from the elementary or middle school ~~zone~~ in which they are enrolled to another live, to a different school. ~~No more than one transfer request per student per year will be accepted.~~  
~~, including the Demonstration School at Seth Boyden. Requests for such transfers shall be accepted by the Assistant Superintendent in writing between April 1st and May 15th for placement in September for the upcoming school year.~~

2. The Superintendent or designee shall consult with the principals of the attending and requested schools. -

~~B. The written request shall be on a form provided by the District.~~

~~C. Transfer requests shall be considered if the following conditions are met:~~

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~~1. The applicant is registered to attend a District school at the time the request is submitted; and~~

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~~2. The transfer request form has been completed in full.~~

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~~D. The Assistant Superintendent shall act on transfer requests.~~

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~~In reviewing transfer requests, the Assistant Superintendent shall consider multiple factors and shall consult with the principals of the zoned school and the requested school.~~

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~~Provided space is available in the building and grade of the requested school; while reserving space to allow flexibility to respond to needs as they arise such as newly identified special needs or ELL students), the factors the Superintendent or designee that shall be considered in whether to grant the transfer request by the Assistant Superintendent are as follows:~~

~~• -The impact of student transfers on the District's integration initiative; and~~

~~• Whether there are space constraints in the building and grade of the sending school;~~

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- Whether a sibling attends the requested school; and
- Whether there are space constraints in the building and grade of the sending school; and
- Whether the applicant has family hardship needs, which shall be reviewed on a case by case basis. Hardship does not include childcare needs, transportation, work hours, and peer group placement.

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### **Change of Legal Residence During the School Year**

Students (including kindergarteners placed in an elementary school due to sibling preference) who change legal residence during the school year within the South Orange and Maplewood School District may request a transfer to the school they would have been assigned to based on their new address.

### **English Language Learner**

Students who were enrolled in a school due to the English Language Learner program (ELL) and have exited the program may request a transfer to the school they would have been assigned to had they not been in the ELL program if they do not wish to remain at the school where ELL services are offered.

### **Transportation**

Refer to Policy 8600.

### **Seth Boyden Demonstration School**

1. Parents/guardians of students entering grades one through five in the 2021-2022 school year may request to "opt-in" to attend the Seth Boyden Demonstration School. In reviewing such requests, the Superintendent or designee shall consider the following factors:

- a. The impact of student transfers on the district's integration initiative; and
- b. Whether a sibling attends the requested school;
- c. Whether there are space constraints in the building and grade of the sending school;
- d. Whether the student was placed in their current school by the District due to over-enrollment; and
- e. Whether the applicant has family hardship needs, which shall be reviewed on a case by case basis. Hardship does not include childcare needs, transportation, work hours, and peer group placement.

2. If, after applying the above factors, the number of applicants exceeds the number of available seats in any grade, a grade by grade lottery will be held.

Notification of acceptance to the Seth Boyden Demonstration School will be mailed by July 1st.

3. Students entering kindergarten during or after the 2021-2022 school year are not eligible to opt in to the Seth Boyden Demonstration School.

~~For Seth Boyden Demonstration School ONLY: If, after the above three factors have been applied, the number of applicants exceeds the number of available seats in a specific grade, a grade by grade lottery will be held to select students to be enrolled at the Seth Boyden Demonstration School.~~

~~E. Parents and/or guardians shall be responsible for the transportation of transfer students to and from school except in the case of transfer students attending the Demonstration School at Seth Boyden who meet the District's transportation eligibility standard, and except for classified students eligible for transportation pursuant to an IEP.~~

~~F. Parents and/or guardians shall be notified of decisions regarding transfer requests between August 15th and August 31st. Notification of acceptance to the Seth Boyden Demonstration School will be made by July 15th.~~

~~G. The approval of a transfer request for an applicant does not obligate the District to approve the transfer of siblings to the same receiving school, except at the Seth Boyden Demonstration School which will entitle siblings to attend together, when space is available.~~

~~H. Student transfers may be renewed annually, except in the case of transfers to the Demonstration School at Seth Boyden, which transfers once approved need not be renewed annually.~~

~~I. Transfer shall be automatic for those students who wish to transfer out of the Demonstration School back to their zoned school for the next school year.~~

~~J. Students who change legal residence during the school year within the South Orange and Maplewood School District may be transferred to the school in the new zone except in the case of the transfer students who attend the Demonstration School at Seth Boyden.~~

~~At the parents'/guardians' written request, approval may be given to allow completion of the school year in the former school. Such approval shall be made by the Superintendent or his/her designee. The student shall be transferred to the zoned school of attendance upon completion of the current school year, unless a request is made and granted for a transfer pursuant to this policy.~~

~~K. Parents may not request an additional transfer for their child during the school year.~~

~~L. Students assigned to the English as a Second Language Program (ESL) who have exited from the program shall remain at the school where ESL services are offered unless a request is made and granted for a transfer pursuant to this policy.~~

Cross References: 5120, 8600

Previously Adopted: April 10, 2004

First Reading: June 14, 2021

Second Reading: July 19, 2021

Adoption: Adopted: 19 April 2004

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