

5124 INTERNAL STUDENT TRANSFERS

1. A parent/guardian may request a transfer, utilizing the online transfer request forms as shown on the District website. This transfer request is for elementary or middle school students who have not been placed via the District's Intentional Integration Plan (III). **For information on the District's III SES Transfer pilot, please reference Policy 5120.** No more than one transfer request per student per year will be considered.
2. The Superintendent or designee shall consult with the principals of the attending and requested schools. 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 shall consider in whether to grant the transfer request are as follows:
 - a. The impact of student transfers on the District's integration initiative; and
 - b. Whether a sibling attends the requested school; and
 - c. Whether there are space constraints in the building and grade of the sending school; and
 - d. 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.

Change of Legal Residence During the School Year

Students who change legal residence during the school year within the South Orange and Maplewood School District must request a transfer if they wish to remain in their current school for the balance of the current school year, based on their new address. Students in this category are not entitled to transportation regardless of the distance from home to school.

Students who do not put in such a request will automatically be placed in their designated school according to their new address and space availability.



English Language Learner

Students who were enrolled in a school due to the English Language Learner program (ELL) and have completed the two-year monitoring after exiting the program, per New Jersey Department Of Education requirements, 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 grade level students that are not placed via the District's Intentional Integration Plan may request to "opt-in" to attend the Seth Boyden Demonstration School. Parents/Guardians may choose to "opt-in" to Seth Boyden by utilizing the online transfer request forms as shown on the District website. 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;
- 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 distributed by July 1st.

3. Students who are placed via the District's Intentional Integration Plan are not eligible to opt into the Seth Boyden Demonstration School.



POLICY

Cross References: 5120, 8600

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