

GUIDELINES FOR STUDENT TRANSFERS AMONG SCHOOL ATTENDANCE AREAS

Allegheny County Public Schools has established attendance and eligibility criteria, building utilization levels, attendance exceptions, and approval and appeal procedures and waivers for those who request student transfers. The following regulation identifies and explains these requirements. Unless otherwise specified, a request for a student transfer shall not be approved by the appropriate school official where a school exceeds its optimum class size.

A. Transfer of Student as the Result of Crime

When a student has been the victim of any crime against the person (defined in Virginia Code § 18.2-30 et seq.), and the crime was committed by a student in the school, a School Board employee, a volunteer, a contract worker or another person regularly performing services in the school, or the crime was committed on school property or a school bus owned or operated by the school division, such student shall be granted a transfer to a comparable school within the school division if available, upon the request of the parent or guardian, or the student, if he/she is an emancipated minor. Such request shall be made in writing to the superintendent or designee. The student is required to provide safe and punctual transportation to and from the new school.

B. Considerations

A request for a student transfer may be recommended by a principal and approved by the superintendent/designee based upon the assessment of class and/or program capacity. A request for a student transfer set forth in sections A or B above may also be approved in the limited circumstances set forth as follows:

1. Physical, emotional or social adjustment difficulties as documented by a licensed professional.
2. Course offerings or programs of study required by the student that are not available at the designated home school. Any change of special education services must be made through the Individualized Education Plan (IEP) process.
3. To accommodate the parent/guardian of elementary school children when both parents are employed full-time outside of the home and/or when it is necessary for someone in a different school attendance area to care for the student before and/or after school. The parent/guardian must demonstrate hardship in providing appropriate supervision for the child in the designated school area where the parent/guardian resides. Factors the division will consider include, but are not limited to, the age of the child, lack of child-care providers in the designated school area, personal circumstances within the parent/guardian's household (i.e. the parent/guardian work schedule, ability to pay for child care, among others), length of time child has been with child-care provider, type of care situation (private home vs. day-care center), any family relation to the child-care provider, advantages of the care to be provided in the requested area, and whether the provider will provide safe and punctual transportation to/from the requested school.
4. With the permission of the principal and approval by the

superintendent/designee, a student changing residence within the county may complete the school year in the school in which he/she was in attendance.

5. Educational reasons, exceptional hardship or other extenuating circumstances.
6. Children of Allegheny County Public Schools employees will be allowed to attend the school to which such parent or guardian reports or is their primary assignment, upon recommendation of the school principal and approval by the superintendent/designee, provided there is space available.

C. Approval Process - Annual Application for Non-Resident/Non-District Students

1. The parent/guardian must complete an Annual Application for Non-Resident/Non-District Students Form

2. Documentation

The parent/guardian may be requested to provide documentation with the student transfer request in order to have a student transfer considered.

3. Principal Review

The principal of the receiving school shall review the student transfer request and necessary documentation to determine compliance with this regulation. In the event that the request pertains to a student with a disability, the principal shall consult with the Director of Special Education before considering the request. The principal of the receiving school may recommend the student transfer for approval by the superintendent/designee based upon space available or as defined in section C. The parent/guardian will be notified in writing of the decision by the principal. The superintendent's designee will approve any student transfer.

4. A Student Transfer Request will be annually accepted, reviewed and acted upon in the order in which it is received.

5. Length of Approval

Student transfers shall be approved for the current school year only. The parent/guardian must reapply to the principal of the receiving school each year.

6. The decision of the superintendent/designee is final.

D. Transportation

Parents of students who elect to have their child/children attend school outside of their attendance zone must provide a safe and punctual method of transportation to and from the school.

E. Revocation of Approval

Approval of a student transfer can be revoked by the principal at any time with written notification to the Parent/Guardian. Reasons for revocation include, but are not limited to, overcrowding, poor attendance, habitual tardiness, failure to provide safe and punctual transportation, Code of Student Conduct violations or other

discipline issues, and any action or behavior by the student or Parent/Guardian that is uncooperative, disruptive, and/or interferes with the educational process.

Adopted: March 20, 2006
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Cross Ref: JC School Attendance Areas
JEC School Admission

8/15 ACPS

ALLEGHANY COUNTY PUBLIC SCHOOLS