

## **SCHOOL ATTENDANCE AREAS**

Each student should attend school in the attendance area within the school district as determined by his or her address. Exceptions requested by parents may be granted after consultation between the parents of the students involved and appropriate administrative staff.

The District reserves the authority to transfer students from the assigned school to a different school when enrollment must be balanced because of classroom space requirements or class size. Transfer decisions shall comply with 20 U.S.C. 1703.

### **Extracurricular Eligibility**

The District shall comply with all North Dakota High School Activities Association (NDHSAA) regulations regarding transfer student's eligibility for NDHSAA sponsored programs and events.

*Adopted: 03/22/76*  
*Reviewed: 05/26/11*  
*Revised: 11/11/80*  
*10/26/98*  
*09/24/12*  
*07/12/16*

## ELEMENTARY FORCED TRANSFERS

At West Fargo Public Schools, the classrooms sizes at the elementary level will not normally exceed 22 students in grades K, 23 students in grades 1-2, 25 students in grades 3, 26 students in grade 4, and 27 students in grade 5. However, when a particular school exceeds their maximum capacity at a particular grade level, the district may have to engage in the forced transfer of students from one building to another.

When the district has to engage in the forced transfer of students, transportation will be provided between the student's home school and the assigned school.

- 1) Students new to a school will be the first assigned to a building outside their attendance area if enrollment at their grade level exceeds the district's set maximum capacity.
  - a. Siblings will be given the option to attend the assigned school if space is also available at their grade level.
  - b. Random selection will be used to determine which new student(s) will be required to attend classes in a different building.
  - c. Assignment to another building will be for the academic year. If space is available the following academic year, students who were placed in a building outside their attendance area the previous year will be readmitted to their home school.
  - d. Students who have been transferred previously will normally not be transferred again until everyone currently attending the grade level in question has also been transferred.

Students that have been force transferred are eligible to request an in-district transfer if they wish to stay at the school they were forced to after their forced transfer ends. **If a student chooses to stay, transportation would no longer be provided.** (See IN-DISTRICT TRANSFER FAB-AR2 for more information)

*Adopted: 08/23/16*

*Reviewed:*

*Revised:*

## IN-DISTRICT TRANSFERS

An in-district transfer is when parents live in one West Fargo Public Schools attendance area and submit an application to have their children attend another West Fargo Public Schools attendance area and it is accepted by administration. There are two categories of in-district transfers.

### Definitions:

*Temporary in-district transfer:* An in-district transfer that is accepted by administration after the start of the school year. This in-district transfer is voided on the last day of the current school year and the child must return to their home school dictated by their residence or reapply for a permanent in-district transfer.

*Permanent in-district transfer:* An in-district transfer that is accepted by administration prior to or at fall registration for the upcoming school year. Once accepted the child becomes a permanent resident of that school and the coinciding middle and high schools if applicable and will not have to reapply.

### General Process

Parents must submit a completed in-district transfer form (FAB-E) to one of the schools affected by the change. The principals of the affected buildings will act upon the parent-requested in-district transfer. Once a decision has been reached, the principal of the school your child will be attending will do a notification of the decision (via standard mail, email or phone).

After a student has been approved for a permanent in-district transfer, he/she becomes a permanent “resident” of the newly approved school attendance area and the subsequent secondary schools. If at any time the student wishes to return to the elementary, middle or high schools dictated by their address, they would need to apply for another in-district transfer.

All newly requested permanent in-district transfers at the secondary level (Grades 6-12) will be denied unless:

- 1) Families relocate with-in the district after a secondary school track was established.
- 2) Extenuating Circumstances - situations that may impact the physical, emotional or psychological health of a student, based on the determination and/or agreement of administration.
  - a. The Assistant Superintendent of Secondary Schools may also review transfers requested based on extenuating circumstances.

All secondary in-district transfer students shall comply with all NDHSAA regulations regarding transfer student’s eligibility for NDHSAA sponsored programs and events.

All students that have been approved under this process are responsible for their own transportation.

