



## Secondary In-District Transfer Request:

Families with secondary school learners seeking an in-district transfer should complete the appropriate application form and submit it to [registrar@west-fargo.k12.nd.us](mailto:registrar@west-fargo.k12.nd.us). Acceptance is contingent upon space availability at both the requested and assigned schools and is not guaranteed on an annual basis. Families are responsible for arranging transportation to and from the requested school while the in-district transfer is in effect.

New in-district transfer requests for secondary learners must be submitted by August 1st for the upcoming school year. It's important to note that in-district transfer changes for secondary learners are only processed twice a year, either before semester one or before semester two. To facilitate a transition in semester one, all in-district transfer requests must be submitted by August 1, while requests for semester two must be submitted by December 1. Learners cannot return to their home base school until the start of the following semester.

The in-district transfer application is valid for one school year, individuals must reapply by May 1 of the following school year.

**Please note:** 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.

A student shall have been in attendance at the school which the student represents for one (1) calendar year upon transferring from another school unless the student's parents have become residents of the school district to which the student transferred or unless the school from which the student transferred does not offer work of the corresponding year in which the student is ranked, and there is no evidence of recruitment or undue influence.

Should a school district maintain more than one high school, residence shall be understood to refer to the territory assigned to a specific high school by the Board of Education, and any transfer by a student from one school to another within the school district without a corresponding change in parental residence shall result in a loss of eligibility in varsity competition for one (1) calendar year. Should the student transfer from one school after the completion of the school year to another school prior to the start of the subsequent school year, the one (1) calendar year loss of varsity eligibility shall begin on the first date for fall practice in any sport.

[\[North Dakota High School Activities Association Constitution & By-Laws and Handbook of Interpretations\]](#)