

**Policy**

TRANSFERS

General

All transfers into the schools of the district shall be in accord with file code 5111 Admission. Students transferring into the district are expected to present copies of records from the previously attended school (or district) to aid in placement. Also required are proof of immunizations and proof of identity.

Parents/guardians of pupils or adult pupils transferring from the district shall notify the principal in a timely manner of their intention to leave the district.

Student records shall be transferred between chief school administrators within the time frame prescribed by law.

Intradistrict Transfers

When a school in the district is identified for comprehensive support and improvement as defined by the New Jersey Department of Education, parents/guardians shall be informed of options for students in that school. This may include the option of transferring to another school in the district. Notices to parents/guardians shall list the possible accepting schools and describe information on their performance. Only schools that have achieved adequate yearly progress shall be included on the list.

The lowest-achieving students from the lowest-income families, as identified through federal free or reduced-price lunch statistics, shall be given priority in transferring.

Funding of transportation shall not exceed the limits described in the federal law. Students may remain in the school into which they have transferred until they have completed the highest grade in that school.

Unsafe School Choice Option

If a school in the district is identified as "persistently dangerous" by the State Department of Education, all students in that school shall be offered on a space available basis the option of transferring into another school in the district that has not been so designated. Parents/guardians shall be notified within 15 calendar days after the district is notified of the school's status, and all transfers shall be completed by the beginning of the school year following. To the extent possible, transfers shall be into schools in the district that are making adequate yearly progress. Students may remain in the school into which they have transferred until the school of origin is no longer identified as "persistently dangerous."

In addition, any student who becomes a victim of a violent criminal offense while in school or on school grounds shall be offered the option of transferring into a safe school within the district. The student shall be given the option within 10 days of the incident, and the transfer shall occur within 30 days of determination that the student was a victim. Applicable definitions and criminal offenses shall be as listed in the statewide policy.

Transportation shall not be provided to students transferring out of "persistently dangerous" schools and student victims of violent criminal offenses.

If the board cannot offer a safe school alternative within the district to students choosing to transfer out of a "persistently dangerous" school or to a student who has been a victim of a violent criminal offense, the chief school administrator shall attempt to establish an agreement with a neighboring district. The board shall review and approve any agreement prior to its application.

TRANSFERS (continued)

The chief school administrator shall ensure that the district complies with all requirements of federal law and the state department of education. He/she shall prepare regulations to implement this policy.

Date: February 16, 2017

First Reading: March 22, 2017

Second Reading/Adoption: April 26, 2017

Key Words

Transfers, Persistently Dangerous Schools, Victims of Violent Crimes

<b><u>Legal References:</u></b>	<u>N.J.S.A. 18A:7B-12</u>	District of residence; determination
	<u>N.J.S.A. 18A:36-19a</u>	Newly enrolled students; records and identification
	<u>N.J.S.A. 18A:36-25.1</u>	Proof of child's identity required for enrollment; transfer of record between districts
	<u>N.J.S.A. 18A:36B-1 et seq.</u>	<u>Interdistrict Public School Choice Program Act of 1999</u>
	<u>N.J.S.A. 18A:38-8</u>	Duty to receive pupils from other districts
	<u>N.J.A.C. 6A:12-3.2</u>	Criteria to guide the Commissioner's approval of choice program applications
	<u>N.J.A.C. 6A:23A-19.2</u>	Method of determining the district of residence
	<u>N.J.A.C. 6A:32-8.2</u>	School enrollment
		<u>Every Student Succeeds Act of 2015, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.</u>
		<u>Unsafe School Choice Option Policy, New Jersey Department of Education, June 30, 2003</u>

<b><u>Cross References:</u></b>	*5111	Admission
	*5125	Pupil records
	*5131	Conduct/discipline
	*5131.5	Vandalism/violence
	*5141.3	Health examinations and immunizations

\*Indicates policy is included in the Critical Policy Reference Manual.