**STUDENTS**

**Student Assignment and Intra-District Transfer**

**Attendance Areas**

The School District is served by 5 attendance centers. Students are assigned by grade placement. The Superintendent or designee shall maintain a map of the District. Homeless children shall be assigned according to Board policy 6:140, *Education of Homeless Children*.

**Transfers Within the District**

There is only one attendance center serving a particular set of grades. Hence, a student’s parent(s)/guardian(s) may request the student be transferred to a District school other than the one to which the student was assigned only if there is a request to move a child to a grade not served by the child’s current school assignment. Requests should be directed to the Principal, who will evaluate the request with his/her staff and make a recommendation to the Superintendent. The request may be granted when the parent(s)/guardian(s) demonstrate that the student could be better accommodated by the education program at another school, provided space is available. If a request is granted, the parent/guardian shall be responsible for transportation. The provisions in this section have no applicability to transfers pursuant to the Unsafe School Choice Option covered in Board policy 4:170, *Safety*.

**Class Assignments**

The Building Principal shall assign students to classes.


CROSS REF.: 4:170 (Safety), 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children)

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