

STUDENT TRANSFERS

Applications for student transfers shall be made on the district form entitled "Request for Transfer", which may be obtained at any elementary or middle school or the school district administration office. Applications must be received at the district administration office or at a school office no earlier than February 15th and no later than April 1st for the following school year's enrollment. Applications will be marked to indicate the date and time they are received by school personnel and will be considered in the order in which they are received.

Determination of a school's ability to accommodate transfer requests shall be made cooperatively by the principal and his/her supervisor. The following factors shall be considered in making the determination of available space for student transfers.

1. Sufficient space in the program and school;
2. An effort to maintain students from the same family at one school;
3. Student's need for a special program and size of the respective program in each building.

If the building principal, in consultation with his/her supervisor, determines that the school has the ability to accommodate the transfer requests, the applications will be accepted and the parents of the student will be informed on or before May 15.

Those students who apply for transfers during the February 15 to April 1 period and cannot be accepted will be placed on a waiting list and will be considered for acceptance at a later date based upon the school's ability to accommodate additional students. Applicants may not be notified of the status of their request until the end of the second week of the following school year. The waiting list mentioned above shall be maintained until September 15th of each year.

Student transfer applications for the following school year, received after the April 1 deadline, will be placed on the waiting list in the next available position. After-deadline transfer requests must include a letter from the parent(s) describing the need for an exception to the normal transfer period. After-deadline transfer requests, placed on the waiting list, will expire after September 15th of the school year for which they are requested.

Student transfer applications for the current school year must include a letter from the parent(s) describing the need for a transfer at the present time. The building principal, in consultation with his/her supervisor, will determine if extenuating circumstances outside the normal transfer window warrant the school's decision to accommodate the transfer request. Available space at the school requested will be the first consideration. Principals may also consider the student's attendance and behavior when determining whether or not to approve a transfer request.

To the extent possible, the Cañon City School District desires to assist families with the ability to have their children attend the school of their choice. However, it should be noted that students who live within the designated boundaries of a school shall have priority. In cases of unanticipated enrollment increases in a specific school, or if a transfer student is demonstrating unsuccessful attendance, behavior or grades, it may be necessary to revoke transfers.

Students must attend the school for which they have an approved transfer for at least one semester unless extenuating circumstances can be demonstrated to the principals of the two schools impacted by the transfer.