



SOUTHWEST LOCAL SCHOOL DISTRICT

9860 West Road Harrison, Ohio 45030 (513) 367-4139 Fax (513) 367-2287

John C. Hamstra
Superintendent

Thomas J. Lowe
Treasurer

Corinne M. Hayes
Assistant Superintendent

Adam D. Lohbeck
Director of Operations

Dear Parents:

Following is the School Board Policy on Intra-District Transfer requests. Please read the policy carefully and adhere to the outlined dates.

5019.9 Intra-District Transfer Policy

The Southwest Board of Education believes that whenever possible students should be permitted to attend their school of choice within the district. The law mandates that district-wide distribution be provided for. As such, the Board will permit students to apply for attendance at their school of choice, if outside their assigned area, based upon criteria established by the school administration. However, students assigned to a specific attendance area will be given first priority in placement. The specific criteria shall be consistent with O.R.C. 3313.64 or 3313.65.

- a. Any application for an intra-district transfer must be submitted on an official form to the Southwest district office no later than May 31st.
- b. No intra-district transfer will be permitted if the grade level being requested at the receiving school is nearing the following: Grade Kindergarten – Enrollment limit 26; Grade 1-5 – Enrollment limit 29. (These limits are part of the collective bargaining agreement.)
- c. The only exception to rule b. will be: If there is at least two student disparity (grade ratio) between the receiving and home school, the enrollment limits will be waived.
- d. Enrollment in a special program, i.e., Gifted, L.D., I.D., etc. will dictate which building a student will attend. The school of attendance shall be stated on the Individualized Education Plan.
- e. Students requesting intra-district transfer for medical reasons will be given priority on all requests and the Superintendent has the authority to allow medical transfer requests to exceed the stated enrollment limits.
- f. All approvals are on an annual basis and must be reapproved in accordance with this intra-district plan on an **annual basis**.

Transportation for non-handicapped students to schools not in their attendance area will only be provided on regular pre-designated district school bus routes and could change during the school year. Do not base your decision to apply for a transfer on transportation being provided throughout the school year.

Cumulative folders and health records will be transferred to other school officials within the district and notation of transfer will be made in the file.

Attached is an Intra-District Transfer Request form. **The Intra-District Transfer Request Form must be printed, completed, and uploaded in Final Forms and will be time stamped electronically.** The date and time stamp will determine order of consideration. If you have any questions, please call 367-4139.

Sincerely,

John C. Hamstra

Mission: "Academic and Social growth for all students, EVERY DAY!"

Motto: "Excellence through Relationships!"

Core Values: Trust, Respect, Ownership, and Leadership

SOUTHWEST LOCAL SCHOOL DISTRICT Intra-District Transfer Request

Student's Name _____ Date _____

Parent's Name _____ School Year _____

Address _____

Telephone _____ School Should Attend _____

Grade Last Year _____ School Last Attended _____

Entering Grade _____ School Being Requested _____

Was your child on an Intra-District Transfer last school year? Yes _____ No _____

Does your child currently have an Individualized Educational Program (IEP)? Yes _____ No _____

This transfer, if granted, is only for the present school year and must be re-applied for if desired in succeeding years. Please note that it is a possibility at any time during the school year that your child could be transferred back to his or her home school. Make sure that you plan accordingly.

This transfer is being requested for the following reasons:

(Use back of form if needed)

Parent Signature

Please call 367-4139 if you have questions.