

### Elementary School Boundary Petition

School boundaries are established with regard to student population within each school and parents are expected to enroll their student at the school assigned by their residential area boundary. However, the school district recognizes that circumstances occasionally warrant an exception to this procedure. Requesting a transfer to a school district outside of the attendance area is something to which you should give serious thought and consideration. Please note the following:

- A transfer request form must be completed for each individual student annually
- Siblings do not automatically transfer if another student in the family is approved for a transfer
- Only one parent-initiated student transfer will be considered per academic year
- Transfer request will be considered on an annual basis; approval one year does not guarantee attendance from one year to the next
- Transfer students do not qualify for district busing – student's family assumes the responsibility for transportation to and from school.
- Placement must provide appropriate services and be in the best educational interest of the student as determined by administration
- The transfer student must maintain acceptable behavior and attendance
- The decision on the transfer by district administration is final – no appeal process is available for such decisions.

#### Yearly Process and Timelines:

- Transfer requests will be received through May 31<sup>st</sup> of each school year.
- Parents will be notified by phone the outcome of their application by August 15<sup>th</sup>.
- With potential rapid enrollment growth situations, applications will not be approved until initial enrollment numbers are obtained in early August to gauge potential capacity issues. If enrollment growth creates issues after the initial start of the school year; the family may be notified of the canceled application and opportunity to enroll in the resident elementary building.
- Families should register their student in the resident school building of current attendance and paperwork will be forwarded to the transfer school building if approved.
- Applications are reviewed on an annual basis; if an application is approved, it will require annual consideration based on changing enrollments and capacities. It should not be assumed an approved application will be ongoing each school year.

- Parents who change their residence from one school boundary to another during the school year will transfer their student(s) into the new elementary resident boundary at the time the change in residence occurs. However, the parents, at the time of changing their residence, may request their student(s) remain in the current school for the balance of the semester and/or school year. Requests will be granted on availability of space and class sizes. If the request is granted, transportation will not be the responsibility of the school district. The student may be allowed to use school district transportation if it coordinates with existing bus routes.
- Transfer requests received after the start of the school year will not be acted on until the end of the next semester or end of the school year.

How to apply for a transfer:

- Complete the transfer application form provided as part of this policy.
- Provide two proof of residencies – one primary and one secondary with the application form.
- Examples of primary proof of residence: a home mortgage, builder's agreement, purchase agreement, lease/rental agreement that lists names of the parents/guardians living in the rental unit, or a county property tax statement.
- Examples of secondary proof of residence: current gas, electricity, water, phone, cable, or other utility bill dated within the last 30 days; or a document from the Department of Social Services.
- Unacceptable proofs of residency: post office change of address, credit card or bank statements, payroll checks, medical bills, personal taxes, automobile insurance policy or any proof older than 30 days.

Mail or deliver the completed form and proof of residence to:

McKenzie County Public School District #1  
 District Office  
 P.O. Box 589  
 100 Third Street NE  
 Watford City, ND 58854

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