



High School In-District Student Transfer Request Instructions

Students living within Kalispell Public Schools boundaries, who wish to attend a high school other than their neighborhood (zoned) high school must refer to Kalispell Public Schools' In-District Transfer Policy 3124 and complete a Transfer Request Form by the established deadlines below.

Request for an in-district transfer must be made according to the following schedule.

- ✓ **December 15**, for consideration of a change mid-year, at end of 1st Semester for current high school students.
- ✓ **January 15**, for all current 8th graders to meet timelines for the HS registration process.
- ✓ **August 1**, for all other existing high school students and new students to the district. Exceptions may be granted to those students and families moving into the district after this date.

Exceptions may be granted at the discretion of the Superintendent, or designee, for extenuating circumstances per Policy 3124.

Please see documents attached for review. Keep these documents for your information:

- Policy 3142
- MHSA information on transfers

Please complete and submit:

- [In-District High School Student Transfer Request Form – Policy 3142](#)

In your submission of the **Transfer Request Form** please also include:

Mental or Physical Health Reason:

- ___ A letter from parent detailing explanation for the request
- ___ Documents supporting reason for request e.g. letter of support from health professional, school counselor
- ___ Current grades in all classes and current schedule or most current report card if not in high school yet

AND/OR

Academic Program Offerings:

- ___ A letter from parent detailing explanation for the request
- ___ Documents supporting reason for request e.g. letter of support (optional)
- ___ Current schedule or most current report card if not in high school yet

Some of these documents may be obtained and printed via PowerSchool or found on our website at www.sd5.k12.mt.us

Submit the completed documents to your school's Guidance Office for forwarding to the Superintendent's Office:

Superintendent's Office
KalisPELL Public Schools
233 1st Avenue East
KalisPELL, Montana 59901

If you have questions, please contact the Superintendent's Assistant at 406-751-3400, Ext. 3434.



Book	Policy Manual
Section	3000 - Students
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IN-DISTRICT STUDENT TRANSFER

Students living within KalisPELL Public Schools boundaries, who wish to attend other than their neighborhood school, must meet the following guidelines:

Elementary Students, Grades K – 7: Deadline for requesting transfer is April 15 of each year.

- Request for an in district transfer, for a K-7 student, must be made by April 15 of the current school year for admittance at the beginning of the next school year. Exceptions may be granted at the discretion of the Superintendent, or designee, for extenuating circumstances, but is subject to approval by the student's home district.
- If a parent desires their child to attend a school other than their neighborhood school they will obtain the appropriate request form from the school office or Central Office enrollment clerk. The form must be completed and returned to the school they are currently attending.
- If the request is for movement during the school year, the request must be approved by the principal of the neighborhood school and the principal of the school requested. Any exceptions to this procedure will be granted only by the Superintendent, or designee, for extenuating circumstances.
- If the request is for movement for the coming year, the student will be placed in his/her neighborhood school to assure a placement until the request has been acted upon. The request will not be considered until the end of the school year and all other classroom placements have been made.
- Families changing residence during the school year shall have the option of keeping their child in the school they are currently attending or transferring them to the school in their new area of residence. It is understood that if the parents choose to have their child remain in the current school they are responsible for transportation. In subsequent years students will be considered for continued placement in the school of transfer on a space available basis.
- The District reserves the right to return students to their neighborhood school, or district, if overcrowding results at the receiving school or in order to balance enrollments.

Transfers may be granted for the following reasons:

1. Mental or physical health problems
2. Academic program offerings
3. Directed transfer due to behavioral or safety issues
4. Children of Kalispell Public Schools staff will be considered for attendance at the site where their parent(s) work on a space available basis.

Approved transfer requests have the following conditions:

- The student/parent/guardian must provide transportation to and from school.
- Attendance requires full observance of school rules and regular attendance.

High School Students, Grades 8 – 12

- Request for an in-district transfer between high schools must be made according to the following schedule.
 - December 15, for consideration of a change mid-year, at end of 1st Semester for current high school students.
 - January 15, for all current 8th graders. This is due to meet timelines of HS registration process.
 - August 1, for all other existing high school students and new students to the district. Exceptions may be granted to those students and families moving into the district after this date.

Exceptions may be granted at the discretion of the Superintendent, or designee, for extenuating circumstances.

- All students must complete a Transfer Request Form which can be completed from our website at www.sd5.k12.mt.us
- The District reserves the right to return students to their neighborhood school, or district, if overcrowding results at the receiving school or in order to balance enrollments.
- A student may not request more than one transfer in their high school career.
- The student who is granted a transfer, not due to a family move, at the high school level is subject to eligibility policies established by the Montana High School Association (MHSA). Specifically the ninety (90) school day ineligibility rule will apply at the varsity level.
- No transfers at the high school level will be made to accommodate extra- or co-curricular activities.

MHSA Transfer Rule

Section (10) TRANSFER RULE

10.1 Any student who transfers from one member high school, home school, or non-member school to a member high school is ineligible to participate in a varsity Association Contest for 90 P.I. days or its equivalent in districts with extended school days/four day weeks from the date of enrollment in the school to which he/she transfers. A student and his/her parents or legal guardians must reside in the attendance area of the school in which he/she is enrolled except for a student enrolling in ninth grade for the first time (see Section (12) Record of Transfer.) This rule applies to a student who transfers after twenty (20) days of enrollment or after he/she participates in an athletic contest while enrolled in grades 9, 10, 11 and 12, **EXCEPT** the following students may be declared eligible:

- a. A student who moves into a new district or school attendance area upon a corresponding change of residence by the parent(s) or legal guardian(s) with whom the student was living during his/her previous school enrollment. The legal guardianship must have been established at least one calendar year before the transfer. If the parent(s) or legal guardian(s) move to a new location a student must follow within a calendar year of the move to be eligible for varsity competition after proper certification by his/her principal.
- b. Students transferring from one high school to another under any bona fide foreign exchange program will be eligible for two (2) consecutive semesters of eligibility for participation in activities under the administration of any NFHS member association, after the principal properly certifies that they meet all eligibility requirements. The exchange student will not be eligible beyond these two semesters even if he/she chooses to stay at that school, transfer to a different high school or remain under a bona fide program." The student would be ineligible for 90 P.I. days following the two consecutive semesters of eligibility. A student who returns to the school at which he/she was enrolled directly before attending a bona fide foreign exchange program will be eligible immediately upon re-enrollment. (A student who has graduated from a high school in his/her own country and is now in the United States under a foreign exchange program would not be eligible.) Refer to Article II, Section (4).
 1. A foreign exchange student is an international student who attends high school in the U.S. To be eligible for interscholastic athletics in the U.S., such student must be under the auspices of and be placed with a U.S. host family by an international student exchange program that has been accepted for listing by the Council on Standards for International Educational Travel (CSIET) and be recognized by the U.S. Department of State. The foreign exchange program must assign students to host families by a method that ensures that no student, or his/her parents, school or other interested party may influence the assignment for athletic purposes. The foreign exchange student may not be selected or placed on any basis related to his/her athletic interests or abilities.
 2. A foreign exchange student is considered to be placed with a host family when written notice of placement is provided by the exchange organization to the student and his/her parents, and to the host family. Neither the school the student attends nor any person associated with the school shall have input into the selection of the student.
 3. The foreign exchange student must possess a current J-1 or F-1 visa, issued by the U.S. State Department.
 4. The foreign exchange student must comply with all eligibility requirements set forth by the state high school association of which the school he/she attends is a member.

When a foreign exchange student changes his/her attendance from one high school to another, eligibility for MHSA activities will be determined by the Executive Director after receiving a petition for Waiver of the Transfer Rule (Hardship).
- c. A student who marries and establishes a new residence in a new district or school attendance area.
- d. A student in attendance at a school designated by the governing body of that school as a result of reorganization, consolidation or annexation or a student ordered transferred within a school system, for other than interscholastic competition purposes, by a board of education or the governing body of a private or parochial school system.
- e. A student who moves from parent to parent or legal guardian to legal guardian the first time in his/her high school career will be eligible upon verification to the MHSA office that this is the first move and certified by the administrators involved that the move was neither athletically motivated nor was the move because of recruitment. The legal guardianship must have been established at least one calendar year before the transfer.
- f. A student who transfers to another school for the primary purpose of participating in a sport(s)/activity(ies) not sanctioned by the Montana High School Association (and does not participate in an MHSA sanctioned sport at that school) and returns to the school from which he/she transferred.
- g. A student who transfers from a home school to an MHSA member school in the same school district for the first time in his/her high school career and has never attended high school.
- h. A student who has attended high school and resides in a district other than where the student's parent(s) resides, and who subsequently returns to live with the student's parents becomes immediately transfer eligible for varsity competition in the parent's district. This can be applied only one time during the student's career.

INTERPRETATIONS

1. A transfer student who changes high schools without the corresponding change of residence by parents or legal guardian (legal guardianship must be established at least one calendar year before the transfer) is eligible to compete as a member of a non-varsity team, only, if his/her school is in a contest against non-varsity teams, only, of other member schools, providing he/she meets all other eligibility requirements. No student may compete unattached or independently.

NOTE a: Athletes participating in cross-country, track *and swimming* will be allowed to compete in the contests where varsity and sub-varsity team members compete at the same time to conserve time and expense, but are scored separately. Example: cross-country meet where varsity and sub-varsity runners run at the same time but are identified and scored separately.

NOTE b: The following interpretations apply only to transfer students and their eligibility for varsity Association contests:

2. A change of residence is the actual physical relocation by the parents or legal guardians of a student at a new residence and termination of all occupancy of a previous residence. The change in residence must be bona fide, include other minor siblings and involve transfer from one school district attendance area to another school district attendance area. For the purpose of eligibility, there can be only one residence.

3. If a transfer student enters after the beginning of a semester he/she will become eligible after the expiration of 90 P.I. days (or its equivalent in districts with extended school days/four day weeks) in the school he/she is now attending.

4. Guardianship is not recognized for the purpose of these rules, when either parent is living and legally competent unless such guardianship has been legally established at least one calendar year before the transfer.

5. If a family moves to a new location, a student should attend the school within the attendance area. If, however, the new home is geographically more convenient to an out of district school, attendance may be allowed, with MHSA approval, without reference to school district or county boundaries. Under these conditions a student would become eligible as soon as his/her principal properly certifies in writing to the MHSA office that he/she is eligible. Should he/she later decide to return to his/her home school after an attendance of 20 days or more in the school away from home, he/she would be considered the same as any other transfer student and would lose one semester of eligibility.

6. For the purpose of these rules a student cannot establish a residence apart from his/her parents. If he/she habitually makes his/her home with a relative and the student changes schools because the relative changes residence, the student will lose eligibility time in accordance with the transfer rule. A student, both of whose parents are deceased and who has no legal guardian, may change high schools without loss of eligibility time. However, a student may not change school systems within a city or school district.

7. A student may enroll in a new high school in anticipation of a change of residence on the part of his/her parents. After his/her parents establish residence at the new location, he/she will become varsity eligible as soon as the principal of the school to which the student transfers properly certifies in writing to the MHSA office that he/she is eligible.

8. When two or more high schools have been established within one school system and under the administration of one board of trustees, the district shall be divided into a corresponding number of high school attendance areas. Students shall attend the high school of the designated attendance area.

9. Each year the board of trustees shall designate a school attendance area for each high school under its jurisdiction not later than the opening date set for fall sports, such boundaries must not be changed during any current school year.

10. Students transferring from one high school to another in the same school system but in a different attendance area are ineligible for 90 P.I. days (or its equivalent in districts with extended school days/four day weeks) after enrollment, unless there is a bona fide corresponding change of residence on the part of the parents(s) or legal guardian (legal guardianship must be established one calendar year before the transfer) from the previous attendance area to the present attendance area.

11. A student who enrolls at MSDB for the first time may become eligible after the principal certifies that the student meets all eligibility requirements.

12. A student attending an alternative school not housed within the high school is considered eligible for competition if the student resides in the attendance area of the high school for which he/she competes and if all other eligibility requirements are met.

10.2 Transfers from one school system to another within the same city or town: In the cities or towns which have more than one high school system (e.g. both a public high school and a private high school), a student must complete 90 P.I. days (or its equivalent in districts with extended school days/four day weeks) of attendance before being eligible when transferring from one high school system to another within such city or town, even though the parents or legal guardian with whom the student has been living during the period of his/her last high school enrollment moved into the immediate vicinity of the new school.

10.3 **Hardship Rule:** A high school student who, because of circumstances beyond his/her control such as broken home conditions, death of parents or guardian, abandonment or other exceptional circumstances, finds it necessary to change high schools may be declared eligible by the Executive Director provided the principal of each high school involved files a statement with the Executive Director that the change was necessary, was not athletically motivated, and there was no known undue influence. If the transfer of any student from one school to another is approved by the Executive Director under the foregoing circumstances, he/she shall be eligible provided he/she meets all other eligibility requirements. Appeals on Petitions for Waiver of the Transfer Rule under the Hardship Rule shall be acted upon by the MHSA Executive Board at any regular or special meeting, including conference phone calls, provided the school or individual requesting, agrees to pay the cost of the call.

The official MHSA waiver form must be used.



In-District High School Student Transfer Request Form for Policy 3142

Applicant Information

Student Name: _____ Date: _____
Last First M.I.

Physical Address: _____
Street Address (New Address if Change of Residence) Apartment/Unit #

City _____ State _____ ZIP Code _____

Mailing Address: _____
Street Address (if different than physical address) Apartment/Unit #

City _____ State _____ ZIP Code _____

Student's Current Attendance Zone*
(Check one.) ☐ Flathead ☐ Glacier Current Grade: _____ Age: _____ Expected Graduation Year: _____

* Based on current address or new address if change of residence.

Parent/Guardian: _____ Email _____

Transfer Request Information

Current School Attending: _____ School Year Applying For: _____ Semester Applying For: _____

Student is requesting to transfer to: ☐ Flathead High School ☐ Glacier High School

TRANSFER DUE TO CHANGE OF RESIDENCE: Complete this section if you are requesting to remain at your current school even though the new residence is within the attendance boundaries to the other high school. Please attach proof of new address (Flathead Electric or other utility bill, rental agreement, purchase agreement). If you wish to transfer to the school zoned for your new residence, contact the guidance office at your current school for directions.

Old Address: _____ New Address: _____

Date of Move: _____ Is student moving with a parent or legal guardian? ☐ Yes ☐ No

TRANSFER WITH NO CHANGE OF RESIDENCE: Complete applicable parts in this section.

Part #1: Reason for request: Choose one of the reasons below for requesting this transfer. Both reasons **A** and **B** can be addressed if applicable.

Reason A- Mental or physical health (attach any documentation/recommendation provided by a health professional). Please provide reasoning for a mental or physical health accommodation that the new high school would provide:

Request for In-District Transfer - Reason A (from Page 1) and/or:

Reason B-Academic program offerings (must be for course offerings not offered at your current zoned high school) Please provide reasoning for academic course offerings not offered at student's current high school:

Part #2: Attach a parent letter detailing the explanation for the request or any other documentation supporting the transfer request that would assist the committee in making an appropriate decision.

Part #3: Attach the following documents to this Request Form: *

- ☐ Class schedule with current grades in all classes if a mid-year transfer is being requested
- ☐ Current schedule or most current report card if not in high school yet

*This information can be obtained and printed via Powerschool or found on our website at www.sd5.k12.mt.us

Student and Parent/Guardian Verification

The undersigned parent and student verify that the information is accurate, and all parties understand the transfer policy and related policy implications such as Montana High School Association activity eligibility.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

School District Use Only

Directed transfer by school administrator due to behavioral or safety issues.

High School Administrator Signature: _____ Date: _____

Administrative Committee Review Transfer Request Decision: ☐ Approved ☐ Denied

If denied, reason for the denial:

Did review include a Parent/Guardian and/or Student interview? ☐ Yes ☐ No

Notes:

Administrative Action:

- ☐ Flathead HS Principal Approved on ____/____/____
- ☐ Glacier HS Principal Approved on ____/____/____
- ☐ Superintendent Approved on ____/____/____