



Book	Policies
Section	2000 - Student Services
Title	Student Transfers
Code	2103
Status	Active
Adopted	December 12, 2013
Last Revised	March 22, 2022

**PURPOSE:** To authorize, under certain circumstances and conditions, student transfers to attend schools outside their attendance zones.

#### **Universal Considerations**

All transfer requests shall be considered for approval within the constraints of school, grade level, and classroom capacities and/or program or curriculum availability. Schools, grade levels, classrooms, and programs may be closed to transfers by the superintendent/designee when actual or projected enrollments meet or exceed the determined threshold for capacity. Requests to transfer for students who require special programs, services, and supports will only be considered if the required programs, services, and supports are available at the requested school.

#### **Reasons for Student Transfers**

A request for a student transfer to a school that is not closed may be approved for the reasons set forth below. At the middle and high school levels, a closed school is either a school at 90% or more of its design capacity or as designated as a closed school by the School Board. At the elementary level, a closed school is either a school at 85% of its program capacity or as designated as a closed school by the School Board.

1. To accommodate the parents/guardians of elementary and middle school children when it is necessary for someone in a different school attendance area to care for the student before and/or after school. The child care provider's residence and/or day care center must be located within the attendance area of the requested school. Personnel at the requested school shall verify that (1) the child care provider is located within the school's attendance area, and (2) the child is actually under the supervision of the child care provider as stated on the student transfer request. A completed child care verification form must be included with the student transfer request.
2. To meet the specific medical, emotional, and adjustive needs of a student. Documentation (e.g., from physicians, psychologists, or counselors) that addresses the needs and specifies the manner in which a transfer out of a particular school shall meet the student's needs is required and must be included with the student transfer request.
3. To allow children of part-time or full-time school division employees who reside in Stafford County to attend the school in which the parent is employed, a school within the transportation feeder pattern of the employee's work location, or the school nearest the employee's work location. (The transfer application shall list the school attendance options for each employee work location). The student must reside with the school division employee.
4. To allow a student to enroll and remain for the year in a sequential (multi-year) curricular program which is not offered at their base school. Half-day programs (e.g., CGS or STAT) are not considered sufficient justifications for approval of a transfer due to transportation being provided from the base school.

5. To allow a student to transfer who has been the victim of a violent crime and for whom a new school location is deemed more appropriate than the base school.
6. To allow students to transfer to a school based on some other valid need. The reason for transfer must be described on the student transfer request and any substantiating documentation must be included with the request.

**Closed School Transfers**

1. Requests to transfer to a closed school will only be approved for the following:
  - extreme hardship case; or
  - children of part-time or full-time school division employees who reside in Stafford County and are employed at the closed school or at the nearest work location to the closed school. The student must reside with the school division employee.
  - children of full-time nonresident, certificated instructional employees (see SCPS Policy 2105 – Nonresidents)
2. Child care and the school which a sibling attends are not sufficient justifications for approval of a transfer to a closed school.

**Conditions for Student Transfers**

1. An approved student transfer request is subject to review and possible non-renewal in subsequent years based on the criteria set forth in this policy.
2. Transportation is not provided by SCPS for students attending a school on an approved student transfer from the child’s home and/or back.
3. The initial approval of a student transfer request or continued student enrollment at a school outside the designated attendance zone will be contingent upon attendance and behavior. Five unexcused absences or tardies within the school year will initiate a review and possible revocation of current transfer status or may serve as grounds for denial of an initial transfer request. Five documented discipline referrals within the school year will initiate a review and possible revocation of current transfer status or may serve as grounds for denial of an initial transfer request.
4. Transfers shall be revoked if the reason the transfer was approved is no longer valid for any reason, including, but not limited to: not meeting requirements in any curricular program or changing daycare provider.
5. Students who are granted a transfer to a high school outside their attendance zone shall be ineligible to participate in VHSL-sponsored activities for 365 consecutive calendar days; however, a student entering ninth grade for the first time may be eligible to participate in VHSL-sponsored activities.
6. Parents/Guardians must provide necessary documentation for transfer request(s).

**Appeals of Transfer Decisions**

The parent, guardian, or student 18 years old or older may appeal, in writing, a denial of a request for a student transfer to the superintendent/designee. An appeal must be received within 30 calendar days of the receipt of notification of the decision to deny a student transfer. The decision made by the superintendent and/or his/her designee shall be final.

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Legal Refs.: § 7912 (20 U.S.C.); §§ 22.1-3 and 22.1-3.3. (Code of Virginia, 1950, as amended)

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