

## **ASSIGNMENT OF STUDENTS TO SCHOOLS**

It is the intent of the RSU 13 Board that resident students attend the school that has been designated by the Board for their town at each grade level. Students with special education needs which may best be met by a program in a school other than the one designated will be placed by the administration following established procedures.

Parents may request placement of a child in a school other than the one designated by the Board. The Superintendent shall follow Intradistrict Transfer Procedures JCA-R in responding to such requests. If the Superintendent approves an Intradistrict transfer, transportation of the student shall be the responsibility of the parent.

### **Intradistrict Transfer Procedures (JCA-R)**

The Superintendent will use the following procedures in the event a parent requests transfer of a student from the school designated by the Board based on residency to another school in RSU 13.

1. Parents may obtain a Request for Transfer Form from a school office or the Superintendent's Office. The request will be completed by the parent and forwarded through the building principal to the Superintendent's Office.
2. A conference to discuss the request will be scheduled by the building principal if necessary. Participants should include parent, teacher, building administrator, district office administrator and others as necessary. The Superintendent shall approve or deny the request within two weeks from the time a conference is held to discuss the request.
3. Criteria to be considered will include:
  - a. educational reasons including: P.E.T. requests, pre-first or other program placement;
  - b. physical reasons (physicians statement required);
  - c. class size information, room size limitations;
  - d. social/emotional reasons; or
  - e. extenuating child care situations.
4. Alternatives to transfer will be reviewed if appropriate.
5. Once approved, the transfer is applicable to the current school year only and must be reviewed the summer before the next school year. However, if necessary due to one or more of the criteria listed in item 3, the Superintendent has the right to transfer the student back to the school designated by the Board.

The decision of the Superintendent may be appealed to the RSU 13 Board of Directors.

Approved: 6/25/09