

## Classroom Transfer Request

Parents requesting a classroom transfer after the beginning of the school year for their child shall receive a copy of this policy from the school office. The teacher of the classroom involved shall also receive a copy of this policy.

The following steps must take place prior to a move:

- The parent will meet with the child's teacher a minimum of two times about concerns and possible solutions. The principal or his/her designee will be present at the second meeting.
- At the second meeting if all parties\* agree to the transfer, the child will be transferred at that time.

Criteria for classroom transfers:

- Openings\*\* must be available in other classrooms.
- This transfer will not affect other students' classroom placement.
- Transferring students will be placed in the classroom with the lowest number of students while striving to maintain a balance of gender, ethnicity, academic levels of students and time intensive needs of the students.
- Students may be granted one classroom move during early primary (K-2) and one more allowed in upper elementary (3<sup>rd</sup>-5<sup>th</sup>).
- Parents' original request for transfer must be after 20 school days. No requests shall be considered during the last 9 weeks of the school year.

\*Parties: Parent(s), Teacher(s), School Counselor, and School Administrator

\*\*Openings: Available spaces in classrooms under cap size for the grade level.

### **Exception to Classroom Transfer Policy:**

Immediate transfer to another classroom for a student with a medical disability, as evidenced by a doctor's statement and verified by the principal and/or counselor, will be honored.

If all classrooms are at cap, a meeting will be held with the Principal and all grade level teachers to determine the best course of action.