



Boulder Valley School District
File: JECE-R

Administrative Transfer of Students

Administrative Regulation

Revised: November 18, 1993, August 13, 2003, October 17, 2003
Associated Exhibit: JECE-E

DEFINITION AND PURPOSE OF ADMINISTRATIVE TRANSFER

An administrative transfer occurs when a student is moved from one school to another by means other than the formal Open Enrollment process. Administrative transfers are granted when unusual circumstances warrant them. Administrative transfers are not to be used as a means of extending the Open Enrollment period, but, rather, as a means to address changes in personal circumstances that could not reasonably be anticipated during the Open Enrollment window. Only extreme circumstances will justify an administrative transfer. Students who enroll in a school other than their district neighborhood school are responsible for their own transportation.

PROCESS FOR APPLYING FOR ADMINISTRATIVE TRANSFERS

Persons who wish to apply for administrative transfers must complete the Administrative Transfer Form. Forms must be returned to the Office of Open Enrollment. A letter from the parent citing the reasons for the transfer request is sufficient.

PERSONS RESPONSIBLE FOR GRANTING TRANSFERS

Administrative transfers are granted by directors and assistant superintendents in the Office of Elementary or Secondary Education. Principals do not have the authority to grant administrative transfers but may request such as per this regulation. Decisions are made by directors and assistant superintendents who apply their judgment to the considerations listed below.

CONSIDERATIONS WHEN ADMINISTRATIVE TRANSFER APPLICATIONS ARE REVIEWED MAY INCLUDE, BUT ARE NOT

LIMITED TO:

- * Time of year (transfers made during the semester are extremely rare).
- * Does the school being requested have room available at the appropriate grade level?
- * Is the student receiving special education services? (Special education staffing allocations are not adjusted when administrative transfers remade).
- * Have site-based administrative solutions been exhausted?
- * Is the safety of the student involved of serious concern, and are these concerns well documented?
- * Other special considerations unique to school or situation.

APPEAL PROCEDURE

If the parent of a student requesting administrative transfer wants to appeal the decision, these steps will be followed:

1. The designated administrator will make a decision after consulting with appropriate personnel. The decision will be communicated to the parent no later than the 15th day after receiving the request.
2. If the parent is not satisfied with the decision, within one week after being informed of the decision, the parent may submit a written request for review by the Superintendent or designee. The Superintendent or designee will issue a formal, written decision within 15 days after reviewing the request. The decision of the Superintendent or designee will be final.

CROSS REF:

JECC, Assignment of Student to Schools,
JECC-R, Assignment of Students to Schools: Open Enrollment
(Regulation)

End of File: JECE-R