

Student Assignment and Intra-District Transfer**Attendance Areas**

The School District is divided into school attendance areas. When necessary, the Superintendent will review the boundary lines and recommend any changes to the Board. The Superintendent or designee shall maintain a map of the District showing current school attendance areas. Students living in a given school attendance area will be assigned to that school. Homeless children shall be assigned according to Board policy 6:140, *Education of Homeless Children*.

Transfers Within the District

District 21 is committed to the concept of neighborhood schools. However, in rare and extenuating circumstances, a student's parent(s)/guardian(s) may request a transfer for their child to a District school other than the one assigned.

Written requests for transfer must be received in the Superintendent's office between May 1 to August 1 for placement in the first trimester of the upcoming school year. Requests will not be accepted prior to May 1. All requests will be reviewed by the District Transfer Committee where a final determination will be made. Those making a request will receive written communication not earlier than one week prior to the start of school regarding the transfer request decision.

Class size is a consideration for all requests. All requests will be reviewed in light of Board of Education targets and in compliance with all state and federal guidelines for class composition.

Parents/guardians are responsible for transportation to the requested school and must ensure their child attends school regularly. Parents/guardians must resubmit a written request for the intra-district transfer on an annual basis as students will be re-assigned to their neighborhood school at the end of the school year.

The provisions in this section have no applicability to transfers pursuant to: (1) Title 1 covered in Board policy 6:15, *School Accountability*, (2) the Unsafe School Choice Option covered in Board policy 4:170, *Safety*, or (3) *Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act* as determined by an IEP/504 team. General transfers will be considered when district compliance with the federally mandated transfers (e.g., NCLB) have been met.

Class Assignments

The Superintendent or designee shall assign students to classes.

ADOPTED: 3/13

LEGAL REF.: 105 ILCS 5/10-21.3, 5/10-21.3a, and 5/10-22.5.

CROSS REF.: 4:170 (Safety), 6:15 (School Accountability), 6:30 (Organization of Instruction),
6:140 (Education of Homeless Children)

ADMIN. PROC: 7:30-API

IASB: 2/08