



## 2020-21 RESIDENT STUDENT TRANSFER GUIDELINES + PROCEDURE

Students who reside within district boundaries, but wish to attend a different elementary school than their assigned school are eligible to apply for Resident Student Transfer. A limited number of applications are accepted every year.

### **Residency Requirement**

All students who attend an elementary school outside of their primary guardian's address must be documented as a Resident Student Transfer. This includes students who move within district boundaries during the school year.

### **Acknowledgements**

Prior to submitting an application for Resident Student Transfer, the student's parent or guardian must acknowledge the following:

- Resident Student Transfer placement can be removed due to excessive absences or tardies, behavior issues, or other concerns.
- LCSC has the right to change a student's Resident Student Transfer placement based on district needs such as staffing and services.
- Parents or guardians will not be able to change their student's elementary school placement if accepted for Resident Student Transfer.
- No transportation is provided for Resident Student Transfer placements. Parents or guardians must provide drop-off and pick-up transportation daily.

### **Application Process**

The Resident Student Transfer Request must be submitted by the student's primary legal parent or guardian. A separate application must be submitted for each student.

Any student interested in Resident Student Transfer for the 2020-21 school year must apply during the application window (January 31-March 2, 2020).

Current Resident Student Transfer students (students attending a different elementary school than their home school during the 2019-20 school year) must apply for 2020-21 Resident Student Transfer during the application period.

As Resident Student Transfer status is considered permanent, students do not need to apply after initial approval.

### **Application Period**

The application period for the 2020-21 school year is January 31-March 2, 2020. Applications received during this window will be reviewed by the elementary principal team. Notification of decision regarding Resident Student Transfer status will be sent to the parent or guardian's email no later than April 8, 2020.



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Applications received after March 2, 2020 will be reviewed by the Superintendent within 10 school days, with notification provided within five school days.

In the event a change in student residency or other circumstances necessitates Resident Student Transfer status, a Resident Student Transfer Request must be submitted within 10 school days.

<b>Request Type</b>	<b>Applications Due</b>	<b>Notification</b>
2020-21 Resident Student Transfer Request	March 2, 2020	April 8, 2020
Late Resident Student Transfer Request	Within 10 school days of residency status	Within five school days

**Appeal Process**

If Resident Student Transfer status is denied, a parent or guardian may request the reason for denial and, if necessary, ask for an appeal to review the decision. Appeals must be made in writing within ten school days of notification.

<b>Request Type</b>	<b>1<sup>st</sup> Appeal</b>	<b>2<sup>nd</sup> Appeal</b>
2020-21 Resident Student Transfer Request submitted on or before March 2, 2020	Elementary Principal Team on or before April 22, 2020	Superintendent
Late Resident Student Transfer Request submitted on or after March 3, 2020	Superintendent	N/A