



2022-23 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 2022-23 school year must apply during the application window (March 1-April 22, 2022).

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

Application Period

The application period for the 2022-23 school year is March 1-April 22, 2022. 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 May 20, 2022.

Applications received after April 22, 2022 will be reviewed by the Superintendent within 10 school days, with notification provided within five school days.



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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.

Request Type	Applications Due	Notification
2022-23 Resident Student Transfer Request	March 1, 2021	May 20, 2022
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.

Request Type	1st Appeal	2nd Appeal
2021-22 Resident Student Transfer Request submitted on or before April 22, 2022	Elementary Principal Team on or before June 10, 2022	Superintendent
Late Resident Student Transfer Request submitted on or after April 22, 2022	Superintendent	N/A