



WITHIN-DISTRICT SCHOOL TRANSFER REQUEST GUIDELINES

Transfers within Springfield Public Schools boundaries are processed according to the following High Priority, Open Enrollment guidelines or Within-District Transfer guidelines.

Jan. 5–Jan. 30: High Priority Period

Within-district applications received during the month of January are considered high priority and are placed on a waiting list by lottery draw. Requests submitted after the last school day of January are placed on the waiting list daily.

March 2 – April 1: Open Enrollment

Applications for transfer during the Open Enrollment will be approved if space is available at the requested school and grade level.

After Deadlines: Space Availability/Exchange

Applications for space available slots will be accepted after May 1 will be processed using one-for-one exchange guidelines—a student wishing to transfer from one school to another can only be approved if a student also wishes to do the

Waiting Lists are reviewed up to the second week of school and prior to the end of each quarter.

Do I Need to Reapply Each Year? In general, only students receiving a Space Availability/Exchange transfer are required to reapplying. However, students may be asked to reapply if the school reaches capacity and there is not enough space for students who live in the attendance area. **Students must also reapply when changing from elementary to middle or from middle to high school.**

Notification: Families will be notified in writing of request approval or change of status. Notifications are made after May 1 and every attempt is made to notify families before the start of the school year.

What If My Student Moves During the School Year? **These requests, once approved, are valid for the remainder of the current school year only.**

- **Before school starts:** Students are expected to enroll at the school within their home's new attendance boundary. They may request a Within-District transfer to attend their previous school.
- **After school starts:** Any student who moves to another school attendance area **within** Springfield Public Schools may request a **Within-District** transfer to continue at their current school.

Any student whose family moves **outside** of our district's attendance area must complete a **Transfer Request for Out of District Students** form to continue within Springfield district.

Special Notes:

- A transfer will not be considered only to participate in extra curricular or athletic activities.
- **Students must reapply when changing from elementary to middle or from middle to high school.**
- The parent/guardian must provide transportation for approved transfer students to and from school.
- Space Availability/Exchange transfers may be denied or revoked at any time for poor student behavior, poor academics, tardiness, absenteeism or for any other violation of the terms of the transfer.
- **Students may not use addresses of family, friends, businesses or daycare to gain access into a school.** All students are required to provide proof of address when enrolling. Proof of address must include three of the following: escrow/real estate papers or valid rental agreement; current utility bill, cable, gas or garbage bill; and driver's license or State ID card.

As per state law, students who reside temporarily within the attendance boundary for the primary purpose of attending a school are not considered legal residents of the district and therefore shall pay tuition.

Parents, guardians or persons in a parental role who knowingly submit a false declaration may be held responsible for paying tuition for dates of attendance in which the student was not a legal resident of the district.

Springfield Public Schools does not discriminate on transfers because of race, religion, ethnicity, gender, national origin or marital status, handicap or age.