



Intra-District Transfer Procedures Community High School District 155

Created from Policy 7:30 – Student Assignment and Intra-District Transfer

Intra-District Application Process and Procedures

Application & Notification

The application form to apply for an Intra-District Transfer (IDT) in District 155 can be found on the District website www.d155.org or can be provided by the Office of the Superintendent. An application must be completed for each student requesting an IDT. The completed application and supporting documentation must be returned to the Office of the Assistant Superintendent of Educational Services in the D155 District Office.

The completed application will be reviewed by the IDT Review Committee that meets four times a year (see timelines below). The IDT Review Committee is composed of District and building leadership as well as building student services personnel who work to inspire, empower, and nurture students. Families that complete an application will be contacted within 10 business days after the IDT Review Committee window closes with a written decision to whether the IDT request has been approved or denied. In some circumstances, the IDT Review Committee may need to extend the response timeline to properly consider an application. The IDT Review Committee may meet outside the established timelines in order to consider an application which is considered an emergency situation.

Timelines

An IDT application may be completed at any point during the year; however, the IDT Review Committee will only meet four times a year to consider all the applications that have been received. Review dates coincide with the start of each semester as well as when registration for the upcoming school year is being completed, in order to ensure continuity at the start of a semester. Exceptions will only be considered in emergency situations when a student's safety, physical, or social/emotional health are immediately at risk based on the judgement of the IDT Review Committee.

Submission Date	IDT Review Committee Review Period	IDT Decision Shared with Family
December 1 – February 28	March 1 – 15	No Later than March 25
March 1 – May 15	May 15 - 30	No Later than June 15
May 16 – July 15	July 15 - 30	No Later than August 15
July 15 - November 30	December 1 – 15	No Later than December 25

Consideration of Transfer Request

In evaluating the IDT application, the IDT Review Committee will examine each application on a case-by-case basis and will consider factors including but not limited to:

- Individual needs of the student requesting the transfer
- Student behavior and attendance history
- Overall effect the transfer will have on the student's home school and the requested receiving school
- Student's need for special instructional services
- Medical or psychosocial condition of the student substantiated by statement from a physician or other certified medical professional specifically recommending the transfer (must be provided with application)
- Building capacity, staffing, current enrollment, and class size at the student's home school and the requested receiving school
- Documented history of bullying, physical assault, or unresolved student conflict (if applicable)
- History working with building staff to resolve problems leading to request for transfer (if applicable)
- Input from the building student services personnel
- Academic record of the student
- Other factors relevant to the IDT request as determined by the IDT Review Committee

****Note**—The IDT Review Committee may ask families for a release of information to help the committee to make more informed decisions as well as ask for residency verification affidavits.

Conditions of an Approved Intra-District Transfer

- An approved IDT request does not guarantee the student will be assigned to the requested school. The IDT Review Committee reserves the right when granting an IDT request to determine the school to which the student is transferred.
- **The District will not be responsible for transportation of the student to or from school to which the student transfers (i.e., receiving school).**
- The District does not guarantee that the same academic courses that were available at the student's home school will be provided at the receiving school.
- An approved IDT is limited to the individual student for whom the application was submitted. An approved IDT for one student does not extend to the student's siblings.
- Students are not guaranteed parking privileges at the school to which the student transfers (i.e., receiving school).

Athletic Eligibility

A student may not transfer for the purpose of participation in extra-curricular activities. High school athletes who transfer are at risk of becoming ineligible for competition. The Illinois High School Association (IHSA) utilizes its own process to assist families in handling request for eligibility rulings regarding student residency and student transfers. All eligibility documents are submitted directly to the IHSA. No determination is made by the school or school district. The information submitted to the IHSA will substantiate whether the student is in full compliance with the residence eligibility by-laws of the IHSA. The application to the IHSA is completed by the athletic director at the receiving school. The application to the IHSA will not be submitted until the transfer has been finalized and the student is registered at the receiving school. A return to the home school will not be permitted if the IHSA denies an application for eligibility.

Length of Transfer

An approved IDT is assumed to be in place for the remainder of the student's high school education. However, the success of the transferred student will be examined at the completion of each school year by the IDT Review Committee. The Committee has the ability to ask the school's Student Services Team to examine if the transfer has been beneficial for a student or not. A student who experiences continued challenge or difficulty managing the transition to a new school may be asked to return to the home school. An IDT is a privilege and may be rescinded. Expectations for the transferred student include, but are not limited to, maintaining positive academic standing, attendance at or near school average, behavioral success, and continued residency within District boundaries.

In-District Residence Changes

Students whose parent(s)/guardian(s) move within the District boundaries (i.e., in-district residence change) during a school year may remain at the school where they started the school year without completing an IDT application. However, the District will not provide transportation. A student who successfully completes 11th grade and whose parent(s)/guardian(s) move within the District boundaries (i.e., in-district residence change) prior to the beginning of the student's 12th grade year may remain at the school the student attended for 11th grade. The District will not provide transportation.

It is strictly against District 155 Board Policy and Illinois School Code for a person to knowingly or willfully present false information regarding the residency of a student for the purpose of enabling that student to attend a school other than their assigned, neighborhood school. Families living within the District who falsify residency, fail to provide sufficient residency documentation, or purposefully fail to inform the school of a change in residency may be subject to possible tuition charges and immediate disenrollment. All such cases will be referred to the Superintendent or designee for review.

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