

# SCHOOL ATTENDANCE AREAS AND OPTIONAL STUDENT TRANSFERS

**Need, Question, Issue**

How are school attendance areas established? May students attend schools outside of their attendance area?

**POLICY STATEMENT**

School attendance areas within Centennial School District No. 12 boundaries determine the schools to which students are assigned. Based on the school census, attendance reports, and projected enrollments, the Superintendent will recommend for School Board consideration changes in school attendance areas, when appropriate. The district recognizes that class size is an important factor for each school and to the extent possible strives to maintain balance between the schools. To guide decisions on attendance boundaries and staffing considerations and to create class size consistency in each of our district’s schools, class size ratios will be established for each level. The ratios established will be determined by considering the balance between best practice and financial resources.

The following are the District-wide targets for classroom teacher to student ratios:

<u>Elementary</u>		<u>Middle School</u>	<u>High School</u>
Kindergarten	19-23	Grades 6-8	Grades 9-12
1 <sup>st</sup> Grade	22-26	32-35 class size	36-37 class size
2 <sup>nd</sup> Grade	23-27	building average	building average
3 <sup>rd</sup> Grade	26-31		
4 <sup>th</sup> & 5 <sup>th</sup> Grade	28-33		

Parents/guardians may apply for the transfer of their child to another school in Centennial School District No. 12. All applications will be acted upon by a committee of Centennial School District No. 12 personnel.

**RULES AND PROCEDURES**

**Kindergarten Optional Transfer Requests / Kindergarten Alternate Address**

- A. Students in kindergarten will attend the schools to which their attendance areas, based on home address, assign them.
- B. Parents/guardians wishing to request a different school assignment may apply for an “Optional Student Transfer” by March 15.
- C. The Optional Transfer Committee will study each request individually and hold conferences with parents/guardians when appropriate. Consideration will be given to students with siblings already attending the requested school. The Committee may elect not to approve transfer requests for one or more of the following reasons:
  - Lack of space in a particular building
  - Lack of space in a particular program
  - Lack of space in a class
  - Balance of class size
  - Late application

Parents/guardians will be notified of approval or denial by letter of the decision by June 1 or as soon thereafter as possible. Decisions may be appealed to the Superintendent of Schools.

- D. Kindergarten Optional Transfer Requests that are denied may be placed on a waiting list in the order in which they were received. In the case of openings, parents/guardians will be notified and given the opportunity to accept the optional transfer at that time. No optional transfers will be made after August 15.
- E. Transportation within the attendance area of the assigned school to and from a daycare provider within the attendance area will be provided. Parents/guardians are asked to note the daycare provider’s address on the “Transportation” form and to submit it to the appropriate elementary school by March 15.
- F. Parents/guardians must assume the responsibility and cost of transporting a child out of the home school attendance area to another school.

**Optional Transfer for Grades 1-5**

- A. Students in grades 1-5 will attend the schools to which their attendance areas, based on home address, assign them. Requests for exception will be referred to a committee composed of the Director of Teaching and Learning and all elementary Principals.
- B. Parents/guardians interested in having their child attend another elementary school should contact the Director of Teaching and Learning.

- C. The "Optional Transfer Application" form shall be completed by the parent/guardian and submitted to the Director of Teaching and Learning by March 15 of the year prior to the school year during which they wish to make the change.
- D. The Optional Transfer Committee will study each request individually and hold conferences with parents/guardians when appropriate. Consideration will be given to students with siblings already attending the requested school. The Committee may elect not to approve transfer requests for one or more of the following reasons:
  - Lack of space in a particular building
  - Lack of space in a particular program
  - Lack of space in a class
  - Balance of class size throughout the district
  - Late application

Parents/guardians will be notified of approval or denial of the decision by June 1 or as soon thereafter as possible. Decisions may be appealed to the Superintendent of Schools.

- E. Optional Transfer Requests that are denied may be placed on a waiting list in the order in which they were received. In the case of openings, parents/guardians will be notified and given the opportunity to accept the optional transfer at that time. No optional transfers will be made after August 15.
- F. Once a transfer for students is approved, the pupil is expected to remain enrolled at the approved school year-to-year and is not required to submit annual or periodic applications.
- G. Parents/guardians must assume the responsibility and cost of transporting a child out of their home school attendance area to another school.

Adopted: 2-12-73

Revised: 11-10-77, 10-24-88, 12-4-95, 10-20-97, 1-10-00, 2-12-01, 3-4-02, 6-9-03, 8-9-04, 7-14-08, 5-18-09, 2-7-11

Reviewed: 1-7-02, 6-16-08, 5-18-09

Centennial School District No. 12

**OPTIONAL TRANSFER APPLICATION FORM:  
GRADES K-5  
MUST BE RECEIVED BY MARCH 15**

Date of Application: \_\_\_\_\_ Date Received: \_\_\_\_\_

- Obtain and read School District Policy #6008 on School Attendance Areas and Optional Student Transfers
- **NOTE:** Parents/Guardians must assume responsibility of transporting transferred child.

**Please supply the following information:**

Pupil Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Name: _____	Home Phone: _____
	Cell Phone: _____
	Work Phone: _____
	E-mail: _____

School to which assigned in current school year: \_\_\_\_\_

Requesting transfer to: \_\_\_\_\_

Reason(s) for transfer request: \_\_\_\_\_

**Send Application to: Optional Transfers**  
 Centennial School District No. 12,  
 4707 North Road, Circle Pines, MN 55014  
 By March 15

**For Office Use Only**

Final Decision from Committee by June 1

Transfer Permitted:  Yes  No

Reason for Denial:

<input type="checkbox"/> Lack of space in a particular building	<input type="checkbox"/> Balance of class size throughout the district
<input type="checkbox"/> Lack of space in a particular program	<input type="checkbox"/> Late application
<input type="checkbox"/> Lack of space in a class	

# Centennial School District No. 12

## TRANSPORTATION FORM

This is NOT a registration form

- ↗ A daycare address may be selected as the pick-up or drop-off location if the daycare address is within the same school attendance area as your home.
- ↗ Transportation locations must be consistent 5 days per week (Monday - Friday).
- ↗ We CANNOT provide transportation to or from different addresses on various days.

### Please supply the following information:

Pupil Name: \_\_\_\_\_

**Attending which elementary school:**

- Blue Heron Elementary School
- Centennial Elementary School
- Centerville Elementary
- Golden Lake Elementary School
- Rice Lake Elementary School

**Transportation locations must be consistent 5 days per week (Monday - Friday).**

**Pick up location (check one):**

- Home address: \_\_\_\_\_
- Daycare name: \_\_\_\_\_  
Daycare address & telephone: \_\_\_\_\_
- No bus (parent/guardian transport)

**Drop off location (check one):**

- Home address: \_\_\_\_\_
- Daycare name: \_\_\_\_\_  
Daycare address & telephone: \_\_\_\_\_
- No bus (parent/guardian transport)

**Please Note: This is NOT a registration form.**

- I plan to register my child in **Kindergarten Plus**
- I plan to register my child in **K-Time Kids Club**      (circle days)      M  T  W  Th  F
- I plan to register my child in **Kids Club**                      (circle days)      M  T  W  Th  F

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Received (office use only): \_\_\_\_\_

**This form MUST BE RECEIVED at the appropriate elementary school by April 15**

Please contact Transportation staff at 763-746-1257 if you have questions regarding this form and/or if the information you provided has changed. You will receive confirmation of your child's transportation assignment during the summer.