

Schools available for Intra-District Transfers in 2016-2017:

Crossroads Elementary	Heritage Intermediate	Frontier Middle	Timberland High
Green Tree Elementary	Peine Ridge Elementary	Holt High	
Heritage Primary	Prairie View Elementary	Liberty High	

Schools not available for Intra-District Transfers in 2016-2017: Boone Trail Elementary, Discovery Ridge Elementary, Duello Elementary, Lakeview Elementary, South Middle School and Wentzville Middle School

**2016-2017  
Wentzville School District  
Intra-District Transfer Request**

Instructions: Intra-District Transfer Request forms should be requested *at the school the student is designated to attend*. Parents desiring an intra-district transfer at the start of the academic year must complete an Intra-District Transfer Request Form prior to student attendance. Parent(s) will complete and return the form to the principal who will forward it to the Assistant Superintendent of Administrative Services. Enrollment figures will be reviewed. After the intra-district transfer request has been given final approval or has been denied by the Assistant Superintendent of Administrative Services, a letter will be sent to the parent(s), one copy to each principal, and one copy retained in the Assistant Superintendent of Administrative Services' office. If approved, the intra-district transfer request will be for only the 2016-2017 school year. The intra-district transfer policy will be suspended for all schools at the end of the 2016-2017 school year. **TRANSPORTATION IS NOT PROVIDED** for students on an intra-district transfer. Parents are responsible for ensuring that students arrive on time and are picked up promptly at the receiving school. Students on an intra-district transfer are expected to attend school regularly. Students are expected to follow all school behavior expectations and disciplinary guidelines. Additionally, permission for an intra-district transfer request can be withdrawn at either the parent or principal's request.

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_ (when intra-district transfer becomes effective)

Parent Name \_\_\_\_\_

Address \_\_\_\_\_ City and Zip Code \_\_\_\_\_

Home Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_

Residence Attendance School \_\_\_\_\_

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**STATEMENT OF PARENTS:** I request that the above named student be assigned to \_\_\_\_\_

for the \_\_\_\_\_ school year.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

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**ASSISTANT SUPERINTENDENT OF ADMINISTRATIVE SERVICES' APPROVAL:**

( ) Approved for current school year only      ( ) Not approved

\_\_\_\_\_  
Assistant Superintendent's Signature

\_\_\_\_\_  
Date

## 2016-2017 Guidelines for Intra-District Transfers

The following guidelines will guide school assignment decisions for the 2016-2017 school year:

- A. The Assistant Superintendent of Administrative Services will make decisions regarding intra-district transfers.
- B. All district residents will have the option to apply to have a change in school. These requests can be made by email, letter, or by using the "Intra-District Transfer Request" form available in each school.
- C. Decisions regarding intra-district transfers will be made using the following timeline:
  - a. Fall placement (beginning of school year): Decisions will be made by June 1 and communicated to parents no later than June 10. Parents will receive a telephone call and a letter detailing the decision. Requests received after June 1, but prior to the start of the school year, will be responded to within six work days of receipt of the request in the Assistant Superintendent's office.
  - b. All other placements: Decisions will be made so that students will switch schools at natural "break times" which means between first and second quarters, prior to start of second semester, and between third and fourth quarters.
  - c. Decisions for the 2016-2017 school year will only be for the 2016-2017 school year. The policy will be suspended at the end of the 2016-2017 school year.
- D. When applying/requesting intra-district transfer, the following items will be considered:
  - a. Class size: No intra-district transfers can take the grade/class size to the maximum size allowed by the state. Intra-district transfers will be granted if the intra-district transfer, when granted, still leaves growth room of at least two students per class for all classes at that grade level; does not cause any core area class to exceed state maximums at the middle school level; and does not cause any core area class to exceed state maximums at the high school level. (The school district must leave room for student population growth which occurs throughout the year.)
  - b. Student behavior: If a student has extensive disciplinary issues, this may cause the request to be declined. Or if accepted, the student may have the transfer repealed if further discipline issues arise.
  - c. Student attendance: If a student's attendance has been a concern, this could cause a request to be declined. Since students attending a new school on an intra-district transfer must provide their own transportation, prior attendance issues could be a sign that attendance could be a bigger issue without transportation.
- E. Intra-district transfer will be for the 2016-2017 school year only.
- F. Students/families on an intra-district transfer would be required to provide their own transportation to and from school.
- G. Students in grades five, eight or twelve who move within the school district boundaries during these grades, may apply for intra-district transfer to stay at the school in which they started the year. The request will be granted unless, by granting the request, the district would be required to hire additional staff. This procedure will be suspended at the end of the 2016-2017 academic year.
- H. High school students who, in the spring of their junior year, know that in the summer months, they will move within the school district's boundaries, may apply to continue at their current high school if:
  - They reside in the boundaries of the Wentzville School District;
  - They have been enrolled in and attended their current school three complete years;
  - They have not been assigned a behavior consequence that included out-of-school suspensions; and
  - They have at least 94% attendance during each year of enrollment at the high school level.If a student meets these criteria, a decision regarding their request will be made within five days of the intra-district transfer request being received by the Assistant Superintendent of Administrative Services. This provision will be suspended at the end of the 2016-2017 academic year.
- I. Any student who moves out of the Wentzville School District must transfer to the district in which they reside.