

4.04 – STUDENT TRANSFERS - School Board Policy

Transfer applications received by the District shall be placed on the Board's next meeting agenda. At least five (5) days before the meeting where the transfer application appears on the agenda, the superintendent shall notify the Board regarding:

- All transfer applications received since the last meeting; and
- The superintendent's recommendation concerning each transfer application.

Each transfer application shall be considered individually and receive a separate vote by the Board. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to a student who submits a transfer application shall be given at least five (5) minutes to present the student's case for a transfer to the Board.

The Board may reject a nonresident's application for admission if its acceptance would necessitate the addition of staff or classrooms, exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school. The District shall reject applicable laws and regulations regarding desegregation.

If the superintendent intends to recommend the Board deny the transfer application, the superintendent shall provide a written explanation of the reasons for the recommendation to the Board and the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student.

The parent, legal guardian, person having lawful control of a student, or person standing in loco parentis to the student who submitted a transfer application that was rejected may appeal the decision of the Board to the State Board of Education.

Any student transferring from a school **accredited** by the Division of Elementary and Secondary Education (DESE) to a school in the district shall be placed into the same grade the student would have been in had the student remained at the former school. Any grades, course credits, and/or promotion received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas Public Educational entities.

Any student transferring from a school not accredited by the State Department of Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement. A student transferring from home school will be placed per Policy 4.6---HOME SCHOOLING.

(Nemo Vista Elem. /MS) Evaluation Plan for Transfer Students from **No Accredited** Schools:

- (a) The student will be placed temporarily at the grade level placement assigned in the previous school (up to three weeks).
- (b) Parents will be notified of the policy about their child's placement.
- (c) Results of standardized tests from schools previously attended will be evaluated.
- (d) Other tests that may be administered include but are not limited to (Elem. /MS) Early Star Reading Assessment, Star Reading Assessment, DRA assessment, the Keymath Diagnostic Math Inventory, Star Math, and the Woodcock Reading Mastery Test. (High School)

Students will be given the most current Nemo Vista final exam available in each course taken in a non-accredited school setting. Non-accredited is defined as not accredited by the official accrediting unit of the Arkansas Department of Education. The grade the student receives on the final will be the grade given for each course. Courses with no equivalent at Nemo Vista will be reviewed by the administration, and credit will be denied or given on a case-by-case basis. Exceptions will be made for students transferring from a public school in another state or an Arkansas private school accredited by the Arkansas Non-Public School Accrediting Association (ANSAA). Credit in these two situations will be awarded in the same manner as if the student remained enrolled in a former school.

- (e) The Teacher Observation Checklist for Student Transfers will be completed by the teacher where the child is temporarily placed.
- (f) A conference will be held between the parents, counselor, and principal to discuss the test results and checklist. Permanent placement will then be decided.

Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right to not allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.

Except as otherwise required or permitted by law, the responsibility for transportation of any nonresident student admitted to a school in this District shall be borne by the student or the student's parents. The District and the resident district may enter into a written agreement with the student or the student's parents to provide transportation to or from the District, or both.

Cross Reference: 4.6---HOME SCHOOLING

Legal References: A.C.A. § 6-15-504 A.C.A. § 6-18-316 A.C.A. § 6-18-317

A.C.A. § 6-18-510 A.C.A. § 9-28-113(b) (4) A.C.A. § 9-28-205

DESE Rules Governing Petitions for Student Transfers

Adopted: Oct. 2010

Last Revised: July 2023

NOTICE INFORMING PARENTS OR STUDENTS OF THEIR RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT 1974.

As a parent or a student over 18 years of age, you have the right to inspect your educational records. You have the right to a hearing should you choose to challenge the contents of such records to ensure that the records are not inaccurate, or misleading, and to provide an opportunity for the correction or deletion of such inaccurate, misleading, or otherwise inappropriate data contained therein and to insert into such records a written explanation by the parents respecting the contents of such records. Your request to inspect such records shall be complied with as soon as we can arrange it and in no case more than 45 days from the receipt of your request. The same time limits apply for a request for a hearing to challenge the content of such records.

The principal has a copy of the district's policy on student records, which you may examine. You have the right to file a complaint with the Federal Office of Education concerning alleged failures of the district to comply with the requirements of 93.380. We maintain three types of records: (1) THOSE OF ACADEMIC PROGRESS (2) behavior records, and (3) health records. The principal is in charge of these records.

School Choice Transfers

A student who transfers under a legal school choice option shall not be denied participation in an extracurricular activity where the student transfers based exclusively on the student's decision to transfer. A student who transfers after July 1 of the year the student enters grade seven (7) shall complete a Changing Schools/Athletic Participation form as defined by AAA, which must be signed by the:

- Superintendent of the student's resident school district;
- Superintendent of the nonresident school district to which the student transfers; and
- Parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student.

The completed Changing Schools/Athletic Participation form shall be filed with the non-resident school district where the student transfers and the AAA. The Changing Schools/Athletic Participation form shall be signed by the superintendent of a student's resident school district and the superintendent of the nonresident school district to which a student transfers unless there is demonstrable evidence of recruiting by the receiving school district personnel or that the student is transferring to the nonresident school district solely for athletic purposes.

Cross References:

4.40—HOMELESS STUDENTS

4.55—STUDENT PROMOTION AND RETENTION

4.56.1—EXTRACURRICULAR ACTIVITIES - ELEMENTARY

Legal References: Arkansas Activities Association Handbook

A.C.A. § 6-4-302 A.C.A. § 6-15-2907 A.C.A. § 6-16-151 A.C.A. § 6-18-114

A.C.A. § 6-18-115 A.C.A. § 6-18-227 A.C.A. § 6-18-713 A.C.A. § 6-18-1904
A.C.A. § 6-28-108
Commissioner's Memo COM-18-009 Commissioner's Memo LS-18-01
Date Adopted: June 2014

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