

## Elementary Intra-District Transfer (IDT) Application

Board Policy 432.1- Exhibit #1

Any resident student requesting to attend a school other than his/her designated elementary attendance area must complete this form prior to the initial school year of requested attendance (initial placement) or when requesting a building change from the previous year. Application for Intra-District Transfer does not need to be made annually after approval of the initial placement if the student is continuing to attend the same school.

Placement priority is always given to students attending elementary school in his/her assigned attendance area. For those seeking Intra-District Transfer, consideration and placement priority is given in the following order:

FIRST PRIORITY	Students who attended the requested school during the previous school year (already placed IDT, Open Enrollment students, or previous resident students who have moved to a different elementary resident area within the school year). Within the IDT process, students enrolled in Early Childhood or a 4K section housed in a District school are not considered as having attended the elementary school for the prior year.
SECOND PRIORITY	Students who have a sibling already in attendance at the requested school through the IDT or Open Enrollment process
THIRD PRIORITY	Students residing in the School District of Fort Atkinson seeking initial or new IDT placement
FOURTH PRIORITY	Students attending the School District of Fort Atkinson through Open Enrollment seeking a new building placement

Placement is subject to administrative approval and based largely on available space as well as overall balance of class sizes District-wide. Some rationale may not be considered in IDT requests. This includes but is not limited to, family member being an alumni of the requested elementary school, family friends that attend a particular elementary school, or a desire to keep students with 4K classmates and/or Early Childhood peers. A lottery will be used as necessary. Transportation is the responsibility of the family.

Annual Deadline for the Application = **April 30th**

NOTE- If **April 30th** falls on a non-work day, applications are due by 4pm the immediate following Monday.

Completed applications for Intra-District Transfer must be received by your current resident elementary school. At this time a meeting, to review the Intra-District Policy, will take place between the parent(s)/guardian(s) and the school's Principal or designee (on or before April 30th). After the completion of online registration, principals will notify parent(s)/guardian(s) of the decision in writing and a copy of the IDT application and placement confirmation will be placed in the student's permanent file.

Open Enrollment student building requests, per State law, will be made by April 30th. By the first Monday in June annually, the School District will inform Open Enrollment families as to the student's initial building placement. Families requesting Open Enrollment will receive confirmation of placement after the close of online elementary registration in August. Open Enrollment families desiring a different building placement, shall discuss such request with affected principals.

In the event that the District makes changes to overall elementary section numbers, or any other decision that impacts the total available student placements per building, Open Enrollment students may be considered first for reassignment to a different District elementary school. **Following the reassignment of Open Enrollment students, an IDT student may be returned to his/her (original) resident attendance area school or moved to another elementary school in the District with available placement(s) based on the reverse of the priority list stated above.** The current building principal will contact the family to alert them of the change in placement and the inability to continue to honor the IDT request. At that time, if a sibling is also in attendance as an IDT student, as possible, transfer to the newly assigned school will be offered to that/those students as well.

In the event that the School District of Fort Atkinson asks a District resident family if they are willing to volunteer to Intra-District Transfer their student(s) to a non-resident school area to achieve a District identified need, those students, as well as any siblings currently enrolled in elementary school or siblings thereafter, would then be considered "resident students" of that particular Elementary School for the duration of the family's enrollment in Fort Atkinson elementary schools.

If you are unsure of your assigned attendance area school, please contact the District Administration office at (920) 563-7807. If you have questions regarding this process, please contact your assigned attendance area elementary principal at the following numbers:

Barrie Elementary = 563-7817    Luther Elementary = 563-7828    Purdy Elementary = 563-7822    Rockwell Elementary = 563-7818



**Elementary Intra-District Transfer (IDT) Request Application**  
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**All IDT Requests Applications are due to student's current resident school, by current address, no later than April 30<sup>th</sup>.**

First & Last Name of Student	Grade for Year of Placement	District-Assigned Attendance Area School	Current School (if applicable)	Requested School

This request is being made for the 20\_\_\_\_\_/ 20\_\_\_\_\_ school year.

**Please indicate reason for your request:**

Parent(s)/Guardian(s) Name: \_\_\_\_\_

Student(s)' Primary Address: \_\_\_\_\_

Parent(s)/Guardian(s) Phone Number:(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Parent(s)/Guardian(s) E-mail address: \_\_\_\_\_

***By signing this application, I acknowledge that I have read this application explaining Board Policy Exhibit 432.1 regarding Elementary Intra-District Transfer placements and are requesting this placement in full understanding of the process and procedures associated with this type of placement now and in the future.***

Parent(s)/Guardian(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

RECEIVED BY: \_\_\_\_\_ Date: \_\_\_\_\_

PRINCIPAL SIGNATURE: \_\_\_\_\_

MEETING DATE W/PRINCIPAL/DESIGNEE: \_\_\_\_\_

NOTES:

FAMILY REQUESTED: \_\_\_\_\_ DISTRICT REQUESTED: \_\_\_\_\_ Indicate Priority Level: \_\_\_\_\_

APPROVED\* \_\_\_\_\_ DENIED\* \_\_\_\_\_

\*Will be determined after registration.