Board Adopted:	March 13, 1987
Last Reviewed:	June 22, 2020 [5 year cycle]
Board Revised:	June 11, 2026
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Contact Person:	Assistant Superintendent

POLICY 503.1 SCHOOL ATTENDANCE AREAS

I. PURPOSE

To ensure each operating school provides optimal educational opportunities for all students and appropriate use of facilities and staff. Students shall be assigned to schools according to attendance areas approved by the School Board.

II. GENERAL STATEMENT OF POLICY

The Superintendent of Schools shall designate the boundaries of the school attendance areas, subject to the approval of the School Board.

III. STUDENT ASSIGNMENT/TRANSFERS

The School Board is committed to providing high quality educational programs in all schools. This Policy/Regulation is to ensure that the circumstances surrounding the requests for student transfers are thoughtfully considered to enhance the student's opportunity for a meaningful education and take into consideration the impact of the transfer on the sending or receiving school's enrollment capacity

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REGULATIONS 503.1 SCHOOL ATTENDANCE AREAS

I. The administrative staff shall review existing attendance areas and propose any changes to the School Board for review, hearing and approval by March 1 of the year prior to implementation of the change. Recommended changes will be based upon the student populations, the capacity of the operating schools and the need for appropriate instructional programmatic and support space.

II. ELEMENTARY

Independent School District 271 is committed to providing high quality educational programs in all schools

A. INITIAL ASSIGNMENTS

All students are assigned to schools based on the attendance area in which they reside (hereinafter called home attendance area) or through acceptance into district-wide programs (New Code Academy, Computer Science, Special Education, Gifted and Talented, and Hillcrest Community School).

B. INTRA-DISTRICT TRANSFERS

1. The parent/guardian of a student requesting a transfer or requesting to remain in their present school after moving outside the attendance area but within the District must contact the Welcome Center.

2. All present school records including attendance, discipline, academics, test data, etc., shall be transferred from the school of origin to the newly assigned school. These records shall apply to grading and all other District policies and procedures.

3. In an effort to be a family-friendly employer, students of District employees who either live in or outside of the District will be granted intra-district transfer if application deadlines are met. Transportation will be the responsibility of the employee.

4. Transportation will be the responsibility of the parent/guardian unless a student is transferred as a result of an Individual Education Plans (IEP) team decision or District assignment of a student to a specific program.

5. The principal of the attending and receiving schools or their designee shall consider the merits of requests for transfer and recommend approval or denial to the Assistant Superintendent.

6. The Assistant Superintendent shall approve or reject the recommendation and will inform the principals and the Parent/guardian of the decision.

7. Appeals regarding transfer decisions shall be made to the Assistant Superintendent.

8. Student transfers will be for the duration of the school year unless exceptional circumstances require the transfer.

9. Students who are officially transferred under this Policy and Regulation and have successfully completed the first year of transfer shall be considered continuous students. They shall not have to reapply for transfer in years succeeding the initial transfer. Transfers of students who do not successfully complete the first year of transfer due to poor attendance, behavioral issues or academic performance may be revoked upon recommendation by the principal and decision of the Assistant Superintendent.

C. STUDENT TRANSFER FOR EDUCATIONAL CHOICE

1. Parents/guardians or staff may request a student transfer to a school other than a student's home attendance area. Interested Parents/guardians and staff must submit their request in accordance with District timelines. Transportation will be the responsibility of the Parents/guardians.

2. Students, parents/guardians interested in an intra-district transfer for educational choice shall consult with the school principal in the attendance area to which the student is assigned to discuss the reason for the transfer request. If after discussing the reason with their attendance area school principal the Parents/guardians are still interested in an intra-district transfer for education choice, they should contact the Welcome Center.

3. Elementary transfers will be made with the following guidelines in mind for neighborhood elementary schools. (Guidelines for enrollment at Hillcrest Community School are covered in a separate section.)

    a. Up to but no more than 11 students per grade per year at each school may transfer to other schools in the District.

b. A "receiving" school may accept up to 4 students per grade per year from an individual school in the district.

c. Incoming intra-district transfers should not exceed 93% of a grade level or school capacity, whichever is reached first, leaving room for students who move into the District during the summer and fall.

d. When transfer requests exceed regulation guidelines a lottery will be held and a waiting list will be established. Parents/guardians will be notified if/when their transfer is approved from the waitlist.

D. STUDENT TRANSFER FOR SPECIAL NEEDS

1. Social-Emotional Needs

Social-emotional needs must be verified by a written statement from a psychiatrist, psychologist, counselor, therapist, social worker, or other mental health professional. The statement must include: 1) what the psychological condition is, 2) what treatment is required or currently being provided, and 3) why one educational environment is more beneficial than another.

2. Special Education

Individual Education Plans (IEP) dictate the type and location of services. Transportation will be provided as determined by the IEP team.

3. Specific Programs

Students who qualify for special programs such as English Language may be assigned to another school for all or part of their education program.

E. STUDENT TRANSFER FOR GIFTED AND TALENTED PROGRAMS

1. Assignment by administration to District Gifted and Talented programs will be made using the following procedures.

a. Parent/guardian requests student enrollment in a District Gifted and Talented program using the application procedures outlined by the Gifted and Talented Department.

b. Upon completion of the application process, Parents/guardians are notified of the application decision. Parent/guardian accepts or declines assignment.

c. The Gifted and Talented Director notifies both the current building principal and the principal of the Gifted and Talented program of the student assignment and the building to which the student has been assigned.

d. Gifted and Talented staff works with families and school personnel to finalize the transfer of school records and transportation arrangements.

e. Transportation for Bloomington residents will be provided by the District.

F. HILLCREST COMMUNITY SCHOOL

Hillcrest is a community school. As a community school, students from any attendance area in the District may request to attend. Transportation is provided by the District. Enrollment is based on lottery selection.

1. Assignments will be subject to available room and the following weighted selection criteria:

a. Siblings – Preference if a student has siblings currently attending Hillcrest. However, the sibling preference is void when the limit in Section II. C.3.a-c is reached. Specifically, no more than 10 siblings may enroll in an incoming kindergarten class. If more than 10 siblings request enrollment in kindergarten, a lottery will be used to determine selection.

b. Geographic – Preference if applying from a home attendance area that is a Title I school. Limits in Section II. C.3.a-c applies.

c. Impact on home attendance area school – Up to 11 students per grade level at each neighborhood school may transfer to Hillcrest Community School, per available room.

G. STUDENT TRANSFERS FOR OTHER REASONS

1. Assignment by administration to other schools may be conducted for the purpose of preventing pupil-teacher ratio overloading from exceeding maximum limits, assignment of kindergarten students by administration, and for the most efficient use of staff and facilities. In the event a student transfer is necessary, the selection of students for transfer will consider these criteria (not in priority order):

- new enrollees since the last day of school;
- volunteers transfers;
- only child in family, to avoid separating siblings;

- children not previously transferred; or
- geographic proximity to receiving school.

2. Childcare located in an attendance area outside of a student's neighborhood school.

   a. Parents/guardians requesting an alternate school assignment due to childcare services being located in the attendance area other than their neighborhood school must provide verification of enrollment. Parents/guardians shall inform, in writing, the Welcome Center of the assigned school the plans for the childcare and location at least one week prior to the anticipated enrollment.

   b. The transfer request is subject to available room and limits outlined in Section II. C.3.a-c.

3. If a student has lived in an attendance area and moves to another attendance area in Bloomington during the school year, the student shall be allowed to continue to attend the school of past attendance. The parent/guardian must contact their home school principal. Transportation will be the responsibility of the Parent/guardian unless the student is enrolled in a District wide program.

4. If a student has attended school in Bloomington for one year or more and moves outside the District, the student shall be allowed to complete their education program at the school of past attendance. MN Statute 124D.03 - Enrollment Options

H. PROCESS

1. All transfers shall be accomplished using the appropriate Student Transfer Process. Parents/guardians are asked to submit their transfer request online, which may be accessed at any school website and the District website. Parents/guardians who do not have access to the internet should work with the Welcome Center to complete a request.

2. The deadline for submitting transfer requests for the following school year will generally be December 1. Schools will notify parents of this timeline. Parents/guardians will be notified of the transfer decision within approximately two weeks following the transfer deadline.

3. Sibling preference will be given to students who currently have a sibling attending the school requested. However, limits outlined in Section II. C.3.a-c applies and may result in a request being denied.

4. When the number of transfer requests exceeds the number of seats available, a lottery will be used.

5. When the available seats for transfers have been filled, a school will be closed to further transfer requests. Student transfers that are not granted within the transfer window will be placed on a waiting list, which will be reviewed in May prior to the start of the school year in the event additional seats have become available.

6. A summary of the decision-making process is as follows:

• Parent/guardian	Originates request
• Welcome Center	Documents the request
• Assigned school principal	Recommendation to Assistant Supt
• Requesting school principal	Recommendation to Assistant Supt
• Assistant Superintendent	Decision

7. The assigned school principal shall inform the Parents/guardians.

8. The transfer procedures and guidelines outlined in these regulations maybe adjusted to enhance the District or School's ability to accommodate requests and/or to ensure transfers do not have a negative impact on a school site (e.g., total enrollment capacity, class size, staffing).

9. The District will annually collect data on the reasons parents/guardians cite for choosing a school outside of their home attendance area. Data will be used to make program improvements and/or revise transfer policies.

III. SECONDARY

Independent School District 271 is committed to providing high quality educational programs in all schools.

A. INITIAL ASSIGNMENT

All students are assigned to schools based on the attendance area in which they reside (hereinafter called home attendance area) or through application and acceptance to District-wide programs.

B. INTRA-DISTRICT TRANSFERS

1. The Parent/guardian of a student requesting a transfer or requesting to remain in their present school after moving outside the attendance area but within the District must contact the Welcome Center.

2. All present school records including attendance, discipline, academics, test data, etc., shall be transferred from the school of origin to the newly assigned school. These records shall apply to grading and all other District policies and procedures.

3. In an effort to be a family-friendly employer, students of District employees who either live in or outside of the district will be granted intra-district transfer if application deadlines are met. Transportation will be the responsibility of the employee.

4. Transportation will be the responsibility of the Parent/guardian unless a student is transferred as a result of an Individual Education Plan (IEP) team decision or District assignment of a student to a specific program.

5. Minnesota State High School League rules shall apply to students who plan to participate in interscholastic athletics. Participation will not be allowed without completion of State High School League forms by Parent/guardian, sending principal, and receiving principal. The waiver forms may be forwarded to the State High School League for approval.

6. The principal of the attending and receiving schools or their designee shall consider the merits of requests for transfer and recommend approval or denial to the Assistant Superintendent.

7. The Assistant Superintendent shall approve or reject the recommendation and will inform the principals and the Parent/guardian of the decision.

8. Student transfers will be for the duration of the school year unless exceptional circumstances require the transfer.

9. Students who are officially transferred under this Policy/Regulation and have successfully completed the first year of transfer shall be considered continuous students. They shall not have to reapply for transfer in years succeeding the initial transfer. Transfers of students who do not successfully complete the first year of transfer due to poor attendance, behavioral issues or academic performance may be revoked upon recommendation by the principal and decision of the Assistant Superintendent.

C. STUDENT TRANSFER FOR EDUCATIONAL CHOICE

1. Parents/guardians may request a student transfer to a school other than a student's home attendance area. Interested Parents/guardians must submit their request in accordance with District timelines. Transportation will be the responsibility of the parents/guardians.

2. Students, Parents/guardians interested in an intra-district transfer for educational choice shall consult with the school principal in the attendance area to which the student is assigned to discuss the reason for the transfer request. If after discussing the reason with their attendance area school principal the parents/guardians are still interested in an intra-district transfer for education choice, they should contact the Welcome Center.

3. Secondary School transfers will be made with the following guidelines in mind.

   a. High School Limitations

      Transfers will be limited to achieving an enrollment balance between the two high schools. When one school's enrollment exceeds the other by more than 50 students, transfers for educational choice will be closed (in the larger school). Principals may use discretion to exceed this limit when extenuating circumstances occur, subject to approval by the Assistant Superintendent.

   b. Middle School Limitations

      Transfers will be limited to achieving an enrollment balance between the middle schools. When one school's total enrollment exceeds the other by more than 50 students or when the enrollment at an individual grade level reaches 290 students, transfers for educational choice will be closed (in the larger school). Principals may use discretion to exceed this limit when extenuating circumstances occur, subject to approval by the Assistant Superintendent.

D. STUDENT TRANSFER FOR SPECIAL NEEDS

1. Social-Emotional Needs

   Social-emotional needs must be verified by a written statement from a psychiatrist, psychologist, counselor, therapist, social worker, or other mental health professional. The statement must include: 1) what the psychological condition is, 2) what treatment is required or currently being provided, and 3) why one educational environment is more beneficial than another.

2. Special Education

Individual Education Plans (IEP) dictate the type and location of services.

Transportation will be provided as determined by the IEP team.

3. Specific Programs

Students who qualify for special programs such as English Language may be assigned to another school for all or part of their education program.

E. STUDENT TRANSFER FOR GIFTED AND TALENTED PROGRAMS

1. Assignment by administration to District Gifted and Talented programs will be made using the following procedures.

a. Parent/guardian requests student enrollment in a District Gifted and Talented program using the application procedures outlined by the Gifted and Talented Department.

b. Upon completion of the application process, Parents/guardians are notified of the application decision. Parent/guardian accepts or declines assignment.

c. The Gifted and Talented Director notifies both the current building principal and the principal of the Gifted and Talented program of the student assignment and the building to which the student has been assigned.

d. Gifted and Talented staff works with families and school personnel to finalize the transfer of school records and transportation arrangements.

e. Transportation for Bloomington residents will be provided by the District.

F. STUDENT TRANSFERS FOR OTHER REASONS

1. Assignment by administration to other schools may be conducted for the purpose of preventing pupil-teacher ratio overloading from exceeding maximum limits, and for the most efficient use of staff and facilities. In the event a student transfer is necessary, the selection of students for transfer will consider these criteria (not in priority order):

- new enrollees since the last day of school;
- volunteers;
- only child in family, to avoid separating siblings;

- children not previously transferred; or
- geographic proximity to receiving school.

2. If a student has lived in an attendance area and moves to another attendance area in Bloomington during the school year, the student shall be allowed to continue to attend the school of past attendance. The Parent/guardian must contact their home school principal. Transportation will be the responsibility of the Parent/guardian unless the student is enrolled in a District wide program.

3. If a student has attended school in Bloomington for one year or more and moves outside the District, the student shall be allowed to complete their education program at the school of past attendance. MN Statute 124D.03 – Enrollment Options.

G. PROCESS

1. All transfers shall be accomplished using the appropriate Student Transfer Process. Parents/guardians are asked to submit their transfer request online, which may be accessed at any school website and the District website. Parents/guardians who do not have access to the internet should work with their home attendance area school office to complete a request.

2. The deadline for submitting transfer requests for the following school year will generally be December 1. Families will be notified of this timeline. Parents/guardians will be notified of the transfer decision by the end of December.

3. Sibling preference will be given to students who currently have a sibling attending the school requested. However, limits outlined in Section II. C.3.a-c applies and may result in a request being denied.

4. When the number of transfer requests exceeds the number of seats available, a lottery will be used.

5. When the available seats for transfers have been filled, a school will be closed to further transfer requests. Student transfers that are not granted within the transfer window will be placed on a waiting list, which will be reviewed in May prior to the start of the school year in the event additional seats have become available.

6. A summary of the decision-making process is as follows:

• Parent/guardian	Originates request
• Welcome Center	Documents the request

• Assigned school principal	Recommendation to Assistant Supt
• Requesting school principal	Recommendation to Assistant Supt
• Assistant Superintendent	Decision

7. The assigned school principal shall inform the Parents/guardians.

8. The transfer procedures and guidelines outlined in these Regulations may be adjusted to enhance the District or School's ability to accommodate requests and/or to ensure transfers do not have a negative impact on a school site (e.g., total enrollment capacity, class size, staffing).

9. The District will annually collect data on the reasons Parents/guardians cite for choosing a school outside of their home attendance area. Data will be used to make program improvements and/or revise transfer policies.