



## INTRA-DISTRICT TRANSFER PROCEDURES

It is the responsibility of the Principal of the school to be sure that the child is in the proper assigned school district. If not, the parent/guardian should be notified immediately, and the child is to be transferred to the proper school district.

### Intra-District Transfer Requests

Transfer of a student from one Norwalk school to another may be granted under specified conditions at the discretion of the receiving school Principal or Chief of School Operations. Transfer requests should be made to the Principal of the receiving school and will be considered, but not automatically granted, for one or more of the reasons below. Included in such consideration is availability of space, class size, and racial balance. In each instance, it is necessary for supporting documentation to be attached to the request for transfer. Parents/guardians are expected to request intra-district transfers well in advance of the start of the school year when such conditions allow. Once a student has been accepted at a school outside of the assigned district he/she is not required to re-apply for an intra-district transfer the following year[s]. Siblings are not guaranteed acceptance.

### Acceptable Reasons for Intra-District Transfer Application

1. Physical/Emotional/Legal Reasons

A physician, a psychologist or legal entity (i.e., Family Court) must detail in writing the nature of the physical, emotional or legal reasons and the rationale for a transfer from one school to another.

**Parents/guardians or the child care provider are required to provide transportation to and from school.**

2. Child Care Provision for a Student or Students in Kindergarten through Grade Eight Only

If an adult other than the parent or guardian cares for a child immediately before and after school hours, the parents must submit a notarized "Supporting Evidence Form for Child Care." Such a provider must attest to their willingness to be contacted by the school in the event of an emergency. The custodial

parent(s)/guardian(s) must reside within the City of Norwalk to be eligible. **Parents/guardians or the child care provider are required to provide transportation to and from school.**

3. New Residence within the City of Norwalk

If a residential move takes place after the beginning of the third marking period (middle and high school) and/or second trimester (elementary), students will be allowed to remain in the current school, except in safety/legal situations. **In these cases, however, parents/guardians will be responsible for providing transportation.** Intra-district transfer requests that are made in the latter part of the school year may be considered and approved but will not be fulfilled until the start of the next school year (*see acceptable reasons for applying for an intra-district transfer*).

**Should the intra-district transfer request to remain in the current school be approved, parents/guardians or the child care provider are required to provide transportation.**

4. Special Residential Conditions

Parents/guardians of children with special residential conditions may apply to attend the Norwalk Public Schools with the submission of a court-approved and notarized Residency Affidavit. **Parents/guardians or the child care provider are required to provide transportation to and from school.**



Norwalk Public Schools  
125 East Avenue · PO Box  
6001  
Norwalk, CT 06852

5. Professional Courtesy Placement

Teachers and staff who live outside Norwalk shall be permitted to have their children attend Norwalk Public Schools tuition free. Such tuition free education does not include special education or related services above the cost per pupil for the appropriate level. The child or children of a teacher shall be assigned to whatever school or class the Board deems appropriate. Teachers residing in Norwalk shall have the same right as non-resident teachers to request that their children be permitted to attend a school in Norwalk outside of their assigned district via intra-district transfer application and are subject to the same conditions as any other applicant.

6. High School Pathway or Program

Students that are interested in a career-related pathway or program housed in the high school outside their assigned district have the right to apply for an intra-district transfer. They must complete the application for intra-district transfer with a written explanation of why they “choose” that pathway or program. If approved, the student must be enrolled in the required pathway or program courses in order to maintain status in that school. **Parents and guardians are required to provide transportation to and from school.**

Revocation of Authorized Intra-District Transfer

Authorized transfers may be revoked at any time by the Principal, with the approval of the Chief of School Operations, in cases where attendance, lateness and/or behavior are unsatisfactory or in cases where the required supporting documentation is not correct or cannot be verified or that such conditions have changed.

Special Consideration

Special consideration may be given to students in the following cases provided the student’s record of past attendance, academic performance and behavior is acceptable:

1. A student who is a resident of Norwalk and moves out of his/her current assigned district school during the course of the school year, may be granted permission to complete the current educational year. The student is required to enroll in his/her new district school in the following year, or apply for an intra-district transfer to remain in the current school placement.\*
2. Students who are Norwalk residents, entering the last year at a particular school level (i.e., grade 5, 8 or 12), and who move to a school district outside Norwalk may be granted permission to complete the educational program at that school.

(\*This does not guarantee a continued intra-district placement for the following school year if the continued placement would cause issues in class size, availability of space, or racial balance.)

Standard Procedures for Intra-District Transfer Placement

1. Intra-District Applications may be obtained at all Norwalk Public School locations, at the Board of Education Offices at City Hall, and on the Norwalk Public Schools website at norwalkps.org.
2. Completed forms and all necessary documentation should be submitted to the receiving school. The receiving School Principal, or designee, may discuss this request with the Principal, or designee, from the student’s assigned district school, and the district special education department. After consultation, the receiving School Principal will make the decision to either accept or reject the request based on Board policy. The parent or guardian may appeal this decision as set forth below.
3. The Principal, or his/her designee, of the school to which application was made will notify the parent/guardian of the final disposition of the request.



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### Intra-District Application Appeals

If an intra-district application has been denied, the denial may be appealed following the steps below:

- Parent/guardian receives notification that the request for intra-district placement has been denied.
- Parent/guardian may write a letter of appeal to the Chief of School Operations. The appeal letter must identify the specific reason for the Intra-district transfer.
- After review of the decision and rationale by the Chief of School Operations, a response will be sent to the parent/guardian indicating that the decision stands.
- The Chief of School Operations may continue the appeal review process based upon the parent's/guardian's appeal. The appeal review will consist of the following:

The Chief of School Operations, or designee, will review the appeal on paper, and, if necessary, invite the parent/guardian to a meeting to which the receiving School Principal may also be invited, if he/she has relevant information to share. After reviewing all information, the Chief of School Operations will inform the parent or guardian of the final decision in writing. If the appeal is granted, a letter will accompany the decision outlining the conditions of placement. There is no further right of appeal from an adverse decision by the Chief of School Operations or his/her designee.



# INTRA-DISTRICT TRANSFER APPLICATION

*PLEASE READ BEFORE COMPLETING APPLICATION*

**All approved applications are based on availability of space, class size, and racial balance of requested school.**

The Board of Education establishes school district parameters for intra-district transfer requests. **Exceptions to attend a school other than in the assigned district may be granted at the discretion of the Administration for the reasons listed below.** Authorized transfers may be revoked at any time by the Principal, with the approval of the Chief of School Operations, in cases where attendance, lateness and/or behavior are unsatisfactory, or in cases where the required supporting documentation is not correct or cannot be verified, or that such conditions have changed. Existing students attending a school outside their assigned district need not re-apply each year. Students whose intra-district transfer request has been approved by a school may register at the receiving school. They no longer have to register at their assigned district school first.

## Acceptable reasons for applying for an intra-district transfer include:

1. Physical/Emotional/Legal Reasons

A physician, a psychologist or legal entity (i.e., Family Court) must detail in writing the nature of the physical, emotional or legal reasons and the rationale for a transfer from one school to another. **Parents/guardians or the childcare provider are required to provide transportation to and from school.**

2. Child Care Provision for a Student or Students in Kindergarten through Grade 8 Only

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3. New Residence within the City of Norwalk

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5. Professional Courtesy Placement

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6. High School Pathway or Program

Students that are interested in a career-related pathway or program housed in the high school outside of their assigned district have the right to apply for an intra-district transfer. They must complete an application with a written explanation of why they "choose" that pathway or program. If approved, the student must be enrolled in the required pathway or program course(s) in order to maintain status in that school. **Parents and guardians are required to provide transportation to and from school.**



# INTRA-DISTRICT TRANSFER APPLICATION

(INCLUDING REQUESTS FOR PROFESSIONAL COURTESY PLACEMENT)

Parents/Guardians will be informed by letter of acceptance or denial of the application after availability of space, class size, and racial balance of the receiving school have been determined. **Be sure to complete and sign the entire application.**

**Part 1:** To be filled out by Parents/Guardians:

Student Name	Districted School	School Year	Does Student Have IEP?	Grade	Requested School

Name of Mother/Guardian: \_\_\_\_\_

Telephone #: ( \_ \_ \_ ) \_ \_ \_ - \_ \_ \_ \_ \_ email: \_\_\_\_\_

Name of Father/Guardian: \_\_\_\_\_

Telephone #: ( \_ \_ \_ ) \_ \_ \_ - \_ \_ \_ \_ \_ email: \_\_\_\_\_

Current address:

\_\_\_\_\_

Street

Apt #

City

State

Zip Code

**PLEASE COMPLETE THE REVERSE SIDE.**



Part 2: To be filled out by Parents/Guardians.

Reason(s) for Transfer Request (Please place a checkmark [✓] next to the reason.

- # 1 Physical/Emotional/Legal Reasons: (Appropriate documentation for this request must be attached.)
# 2 Childcare for a student or students in Kindergarten through Grade 8 only: (Notarized "Supporting Evidence Form for Child Care" must be attached)
# 3 New Residence within the City of Norwalk: (Proof of Residency must be attached)
# 4 Special Residential Conditions: (Decisions will be made only after consultation with and the approval of Chief of School Operations. Court-approved and notarized residency affidavit required.)
# 5 Professional Courtesy Placement: (For current NPS employees)
# 6 \*High School Pathway or Program: (Based on High School Program of Studies)

\*Please explain your reason(s) for requesting a transfer. (Must be completed.) For the High School Pathway request, be specific about which pathway or program as labeled in the Program of Studies and describe in detail how this fits in to your plans for the future.

Three horizontal lines for providing a detailed explanation of the transfer request.

Part 3: Please read and sign this statement. Your request will not be processed without the required signature(s).

I (We) hereby certify that all of the statements contained herein are true and correct to the best of my/our knowledge and belief. I (We) hereby agree that pursuant to Connecticut General Statutes Section 10-186, if it is determined that my/our child is not entitled to be provided free school accommodations in Norwalk, I (we) agree to pay the Norwalk Board of Education tuition for the period that my child was attending the Norwalk Public Schools and was not entitled to free school accommodations in Norwalk. I (We) understand that my/our child is entitled to attend Norwalk Public Schools only as long as he/she is a legal resident of the City of Norwalk with the exception of Professional Courtesy Placement or for children with approved special residential conditions. I (We) understand the requirement for parents/guardians to provide transportation to and from school for my/our child.

Signature lines for Parent/Guardian and Date line.

Transfer decision section with fields for Intra-District Transfer Granted/Denied, Effective Date of Transfer, Reason(s) for Denial, Building Administrator, and Date.