

## Students

### Residence

#### Student Assignment and Intra-District Transfer

##### Class Assignments

The building principal shall assign students to classes.

##### Attendance Zones

The Superintendent or designee shall maintain a map of the District showing current school attendance areas. The Superintendent will review the boundary lines annually and make minor adjustments to the boundary lines as necessary to address changes in population or programs. Any changes that are made on a District-wide basis to the zones must be approved by the Board.

Every effort will be made to ensure there is available space at each zone school to accommodate the students within the zone. Notwithstanding, students will be assigned on a first come basis. Those students who cannot be accommodated at their zone school will be assigned to the closest attendance zone school which has availability. If a space later becomes available at the zone school during the school year, students will be offered the opportunity to attend the zone school according to the order in which the student appears on the wait list.

If there is not a seat available at the student's zone school, and the District assigns a student to a school other than the student's zone school, the student may remain at the assigned school for the remainder of the school year even if a seat becomes available at the zone school. However, this shall not create any additional rights for attending the non-zoned school, including grandfathering younger siblings into the non-zone school. If the student is being transported to/from the assigned school, the transportation shall continue for the remainder of the school year. For the upcoming school year, the student will be transferred to the new zone school.

##### Secondary Attendance Zone

To the extent a secondary student is displaced as a result of an attendance zone change, the secondary student will have the option to transfer to the new zone school or to remain at the student's current secondary school for the remaining grades served at that school. Similarly, to the extent a bilingual program is moved from one school to another school, the secondary students enrolled in that bilingual program will have the option to transfer to the school housing the relocated program or to remain at the student's current secondary school for the remaining grades served at that school.

##### High School Attendance Zone – 2017/2018 School Year

Prior to the Start of the 2017/2018 school year, the sibling(s) of any current high school student whose school zone was changed on or before June 30, 2017, may be enrolled at the non-zone high school attended by his/her sibling until completing high school provided:

1. The student remains enrolled at the non-zone school. If the student withdraws or transfers for any reason, re-enrollment at the non-zone school will not be permitted; and

2. Enrollment may occur only when a seat is available at the non-zone school.

District transportation will be provided for students enrolled under this provision.

### Elementary Attendance Zone

In order to minimize the impact on incoming students, the school year prior to the zone change, identified incoming students will be assigned to the new zoned school based on seat availability. If the student has an older sibling outside of the attendance zone school and the sibling seeks to transfer to the new attendance zone school, then the older sibling may request a transfer so long as such request is made prior to the start of the school year. Transfer requests will be granted based on seat availability. In order to minimize the impact on fourth grade students, students who are enrolled in and attending their current assigned school as fourth graders, will be allowed to remain at their current school for fifth grade.

### Special Programs

Students who are accepted into a Special Program (such as and including Montessori, Gifted, CAPA, ROTC, Two-Way Language Immersion, Year Round, and any other special program that may later be established at a particular school) are not required to attend their zone school.

### Homeless Students

Homeless students shall be assigned according to Board Policy 6:140, *Education of Homeless Children*.

### Special Education

Special Education students will attend their zone school as long as the required services can be provided at their zone school. Students who require specific programs, such as hearing impaired and autism will attend the school that offers the services that are required by their IEP, even if it is outside of the zone.

### English Learners (EL)

The assignment of EL students is subject to the provisions of Board Policy 6.160 *Instruction; English Learners*.

### Transfers within the District

If a student moves out of the zone during the school year, the student will be permitted to transfer mid-year from his previous attendance zone school to his/her new attendance zone school – space permitting. However, should the student seek to complete the school year at the student's previous zone school, the student must provide his/her own transportation. At the end of the school year, the student will be transferred to the student's zone school.

A student's parent(s)/guardian(s) may request a transfer for their child from the child's zone school to a District school other than the one assigned. Transfers will be granted only in the following instances: (1) the transfer meets the criteria set forth in Board Policy 4.170 (*Safety*);

(2) the transfer meets the criteria set forth in Board Policy 6.15 (*School Accountability*); or, (3) the District is unable to accommodate a student's disability at the student's zone school. If a request for transfer is denied, a parent/guardian may submit a written appeal to the Superintendent or designee. If the Superintendent or designee denies the requested transfer, the denial shall be final. If the Superintendent or designee believes there may be a basis for granting the appeal, the Superintendent or designee shall submit the appeal to the Board for a final determination.

The Superintendent or designee shall provide an annual report to the Board listing the appeals for transfers, the reasons for the requested transfer, and the outcome of the appeal.

LEGAL REF.: 105 ILCS 5/10-21.3, 5/10-21.3a, and 10-22.5.

CROSS REF.: 4.170, 6.15, 6.30, 6.140

Adopted: October 28, 1997

Revised: August 14, 2012  
July 14, 2015  
February 28, 2017  
July 11, 2017