



ADMINISTRATIVE DIRECTIVE

4.10.054-AD

Student Transfers

(g) School grade grouping. Refers to different school levels: e



Student Transfers

- (b) Lottery transfer cycle. The period of time in which families may request a student transfer to a focus-option school or program for the following school year by submitting a Focus Option Lottery Application.
- (c) Lottery. A



Student Transfers
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- (i) Students requiring ESL services may be offered placement in a school other than their neighborhood school by the ESL Department, based on student's needs and service availability at the neighborhood school.
- (ii) Students no longer requiring language services outside of their neighborhood school will be allowed to remain at the transfer school through the highest grade.

IV) Focus Option Lottery

- (1) Lottery Application. The ETC shall develop a lottery application for focus option school and program admissions that will be widely available to schools and families during the lottery transfer cycle.
 - (a) The Focus Option Lottery Application shall include space for families to provide the following:
 - (i) Student and family information
 - (ii) Sibling information
 - (iii) Up to three school or program choices
 - (iv) The application will also include a brief explanation of the required school-year commitment and the deadline.
 - (b) All students requesting a transfer to a focus option are required to submit a Focus Option Lottery Application by the deadline to be considered in the lottery. The deadline shall be posted on the district's web site and widely publicized in other district communications.
 - (c) Students enrolled in continuing programs such as language immers1 07



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- (7) Language Immersion Program Openings. A proportion of available spaces may be allocated for native language speakers and/or for students living in the neighborhood of the school in which the program is located or the regional high school serving the program.
- (8) Notification of lottery results. The ETC will send families a letter with the results of the lottery. Families must then contact the approved transfer school for enrollment information.
 - (a) Parents may withdraw their transfer request by contacting the ETC within ten calendar days of receiving their notice. After withdrawing a transfer request, students are assigned to their currently enrolled school or neighborhood school if the student is



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If the family refuses the assigned school, the student is expected to return to the enrolled school.

- (c) If the family's petition transfer is denied, the ETC notifies the family with a letter that explains the reason for the denial. The student remains in the enrolled school unless an appeal is filed and granted.

VIII) Appeals Process

- (1) The family may appeal the ETC's decision to deny a petition transfer by submitting a letter explaining the reason for the appeal and any additional information or