



EASTERN CARVER COUNTY SCHOOLS
INDEPENDENT SCHOOL DISTRICT 112
STUDENT INTERNAL TRANSFER POLICY PROCEDURES

ELEMENTARY AND MIDDLE SCHOOL PROCEDURES AND TIMELINES

Parents/guardians of elementary and middle school students may request an intra-district transfer to allow their student to attend a school other than the school in whose attendance area they reside by using an “Elementary and Middle School Intra-District Transfer Request Form.” This form is available online at the Welcome Center, online at <http://www.district112.org/new-families/> or through the office at the school.

All requests should be submitted to:

Welcome Center
Attn: Intra-District Transfer
11 Peavey Road
Chaska, MN 55315

Requests will be evaluated with the following process and criteria:

1. The request will be reviewed by the principal of the “assigned” school in whose attendance area the student resides and by the principal of the “requested” school for further consideration.
1. If the request receives approval by the principals of both the “assigned” and “requested” schools, the Student Services Administrator for District 112 will make final approval and will forward the approved request to the Transportation Department office at the District Education Center for final processing.
2. It is the responsibility of the parent receiving approval for such a transfer to transport the student to and from the requested school or to and from an established district bus stop serving the requested school.
3. In evaluating requests, principals will take into account the optimal overall and grade level enrollment for their building and will ensure that approval of requests does not result in enrollment beyond this level.
4. At the elementary and middle school levels, transfer requests may be submitted at any time, and will be approved on a rolling basis.
5. The following considerations will also be considered:
 - a) The number of previously approved transfer students already attending the requested school;
 - b) Requests from families of students who already have one child attending the requested school and who prefer having all their children attend the same school;
 - c) If approval of the transfer request would entail specialized transportation services, approval of the Director of Specialized Services is required before the request is granted.