



## HIGH SCHOOL PROCEDURES AND TIMELINES

### Timeline

- a) A parent/guardian seeking an intra-district transfer to allow their student to attend a district high school other than the one within whose attendance area the student resides must begin with submission of a “High School Intra-District Transfer Request Form” (available from the office of the Welcome Center, at school office, or online at <http://www.district112.org/new-families/>). The request form must be submitted to the Welcome Center on or before **January 15 prior to the school year for which the transfer is requested.**
- b) Individual requests will be accepted at any time prior to that date.
- c) The Student Services Administrator will make the final determination and will notify all requesting parents/guardians on or before February 15.
- d) All decisions are final.

### Conditions that apply to approved transfer requests

- a) Unlike transfers between elementary and middle schools, Minnesota State High School League eligibility rules are a factor in high school transfers. Notification of parents and students regarding those rules must precede consideration of any requests for transfer, and a signed acknowledgement of such notification will be part of the request form itself.
- b) Transfers granted through this process will be for the remainder of the student’s high school career. A parent/guardian who subsequently desires to reverse an approved transfer and have the student return to the high school in whose attendance area the family resides must make that request in writing and must obtain the specific approval of the Student Services Administrator.
- c) As in the case of elementary and middle school transfers, the parent/guardian of a student whose transfer request is approved will be responsible for daily transportation of the student to and from the school to which they have requested a transfer, or to and from an established bus stop for that school with available space on that bus for transport. An alternative address transportation form must be submitted and approved to ride from another bus stop.

### Decision-making Process

- a) If no high school building or grades in a building are closed to open enrollment, requests will be accepted and approved on a rolling basis. Process noted below will only be used if a building and / or grades are closed.
- b) If one or more high school buildings or grades in a building are closed to open enrollment, the following process will occur.

The interest of students as a whole demands that the district preserve programmatic equity between high schools. The ability to provide that programmatic equity is directly impacted by first providing for equity in enrollment, both overall and at each grade level. In the case of this transfer process, the superintendent will exercise whatever discretion is required to ensure an outcome that is “enrollment neutral” in its impact, and that limits variances in enrollment to the small anomalies that occur naturally from year to year.

Following the January 15 deadline for submission of Intra-District Transfer Request Forms, a comparison will be made between the total requests submitted for transfers from Chaska High School to Chanhassen High School versus the total requests submitted for transfers from Chanhassen High School to Chaska High School. Whichever number is the lower of the two will become the total number of transfers allowed from each school for that particular school year.

Once the total number is established, the Student Services Administrator will review all requests and give priority to requests involving a younger sibling of a student currently attending the requested school under an approved transfer request. Priority will be given if, and only if, that older student is still enrolled in the requested school at the time this transfer request becomes effective.

Once sibling preference requests are resolved, selection of the remaining number of requests to be granted will occur through a random selection process.

The remaining requests to attend the school with the lower number of requests will be given tentative approval. The same number of requests will be selected at random to attend the school with the higher number of requests.

Before final approval of a request is granted, the Student Services Administrator will conduct a final review of the outcome of the random selection process to ensure that the result has not created an unacceptable level of imbalance between the schools at any individual grade level. If no such imbalance exists, the Student Services Administrator will proceed to notify all applicants of the final disposition of their request, whether it is approved or denied.

If, however, the review identifies an unacceptable level of imbalance in a particular grade level, the Student Services Administrator will make Additional adjustments to that specific grade level, by random selection, until the imbalance is corrected; after which notification of all applicants will proceed.