

ARMSTRONG SCHOOL DISTRICT BOARD POLICY

Section: PUPILS
Date Adopted: February 26, 2007
Last Revision: June 10, 2013

Policy No.: 252
Title: Student Transfer
Requests

Purpose

The Armstrong Board of School Directors has a desire to establish a policy per Section 1310(a) of the Public School Code of 1949, as amended, which requires that the Board designate attendance areas in which schools are to be attended by its pupils.

Section 1310(a) states that the Board of School Directors may, upon cause shown, permit any pupil to attend a school within the district other than the school to which the student was assigned.

Authority

The Board of School Directors of the Armstrong School District authorizes administration to review all requests by parents/guardians to have a child attend a school within the Armstrong School District other than the one the child is presently assigned, and make recommendations to the Board as to whether or not the transfer should be approved or disapproved. All such transfers should be determined on a case-by-case basis.

Delegation of Responsibility

The Superintendent or designee shall have the authority to tentatively approve student transfer assignments, subject to final approval of the Board of School Directors at its next regularly scheduled meeting.

The school district administration is authorized by the Board of School Directors to approve bus transportation routes, which are established through a computerized system that drives efficiency and cost effectiveness. Approved bus routes begin and/or end at the bus garage or designated site jointly authorized by the bus contractor and school district.

Guidelines

The guidelines to be used when considering student transfer requests area as follows:

1. Disruption of a school's eligibility to participate in interscholastic sports.
2. Any additional transportation costs become the responsibility of the parent/guardian.

3. A transfer student may board a bus at a designated bus stop that travels its regularly scheduled route to the requested transfer school and does not exceed the capacity of the bus assigned to that route.
4. Bus transportation routes will not be altered or changed to accommodate transfer students.
5. Lack of space or disruption of class sizes at the sending or receiving school building.
6. Students in Grades 9-12 only receiving Board approved transfers or transfers to another school within the district by Resident and Right to Free School Privileges Affidavit shall be ineligible to participate in any sports for a period of one calendar year immediately following the date of the transfer. This ineligibility will not apply to a renewal transfer after the elapsing of the initial year or to a student whose extenuating circumstances are due to a parent/guardian custody order issued by the courts. The one year sports ineligibility may be administratively waived if (1) the custody decision results in the student changing attendance areas and the student's desire to attend school in the previous attendance area or (2) the transfer is not motivated for an athletic purpose.
7. No student transfer requests need submitted after the third marking period of the current school year due to change in the attendance area and requesting to finish the school year at the transferred school. However, if the student wishes to remain at the transferred school for the following school year, a transfer request form needs submitted at any time during the current school year. A student in his/her senior year and after the first semester need not submit a student transfer request for completion of the school year due to change in the attendance area and completion of their senior year at the transferred school.
8. The initial request for student transfers from one attendance area/school building to another, recommended by the Superintendent and approved by the Board, will remain in effect until such time that the transfer is rescinded or revoked by the administration. Parents may request a change in the attendance area/school building assignment at anytime upon submission of the Student Transfer Requests form (Policy 252 AG) to the Superintendent's Office.

Certification of Principals

At the local level, the transferred and home school principals may waive the one year sports ineligibility if the transfer is not motivated for an athletic purpose.

For a transfer discrepancy, a Regional Panel or District Committee, within their respective jurisdictions, may grant eligibility where the Principal of the PIAA member school at which the student enrolls submits to the Regional Panel or District Committee a completed and properly executed PIAA Athletic Transfer Waiver Request Form, which includes:

1. A certification from the transferred and/or home school's principal stating s/he interviewed the transferring student and the school's Athletic Director;
2. None of the twelve (12) situations set forth in Section 4E or the thirteen (13) situations set forth in Section 8B of the PIAA Constitution and By-Laws' Article VI are applicable;
3. The information from the PIAA member school from and/or to which the student transferred, as set forth on the PIAA Athletic Transfer Waiver Request Form, is true and correct; and
4. Upon completion of the investigation, the PIAA member schools' Principal believes that the transfer is not materially motivated in some way by an athletic purpose.