

High School In-District Student Transfer Procedure

High school students living within MCPS boundaries, who wish to attend a high school other than their attendance area school, must meet the following guidelines:

- All students must complete a [Transfer Request Form](#) which is available on our website.
- The District reserves the right to return students to their attendance area school at the start of the semester grading period, if overcrowding results at the receiving school or in order to balance enrollments.
- The student who is granted a transfer, not due to a family move, is subject to eligibility policies established by the Montana High School Association ([MHSA](#)). Specifically, the ninety (90) school day ineligibility rule will apply.
- No transfers will be made to accommodate extra-curricular activities.
- In the case of a transfer, the transportation will be the responsibility of the parent/guardian.
- If approved, the transfer may occur only at the beginning of the semester, unless deemed necessary by the District Administration.
- A student may have only one transfer during his/her high school career and only if the transfer is legitimately based on the stated exceptions, unless deemed necessary by the District Administration. An exception to the one transfer rule would be a student who is returning to the school that is in their attendance area, which would still be allowed only at the beginning of the semester.
- There is no guarantee of continued attendance at an out of area school; determinations will be made on a year-to-year basis.
- Acceptance of out of attendance area transfers is contingent on the student's behavior, regular attendance and passing grades, and adherence to school and District policies. Violation of any of these contingencies may result in a student being transferred back to their attendance area school at the start of the next grading period.
- Students who live outside the MCPS HS boundary are considered out of district students. Out of district students will be placed on a space available basis using the guidelines established in the procedure for out of district students. The guidelines in this procedure ([#3140P](#)) would only apply to in-district transfers.
- This procedure does not apply to placement in the Willard Program. Please see [District website](#) for Willard enrollment procedure.

Final placement of any student will be decided by the District Administration. A review committee of high school administration may be established by the Superintendent or designee to determine final placement.

Students living within MCPS boundaries, who wish to attend a high school other than their attendance area (zoned) high school must refer to MCPS In-District Transfer Policy and Procedure #3140P and complete a Transfer Request Form by the established deadlines below.

Application Deadlines for 2020-21, (Dates may be adjusted in subsequent years)

→ December 14, for consideration of a change mid-year, at end of 1st Semester for

current high school students.

- December 14, for all current 8th graders (in order to meet timelines of HS registration process).
- August 10, for all other existing high school students and new students to the District.
- Decisions regarding final placement will be made by the Superintendent or designee and communicated to the student and parent in a timely manner.

Exceptions may be considered for those students and families moving into the district after the above dates, at the discretion of the Superintendent or designee.

Priority Criteria

All requests for transfers will be based on a priority system in order to best balance enrollments between the high schools. Requests for transfer will be prioritized as follows:

1. Legal/Safety
2. Health
3. Academic
4. Siblings
5. Children of Staff
6. Other

If the number of approved requests exceeds space available, a lottery system within each criteria *may* be used for transfer decisions. Final placement of any student will be decided by District Administration.

1. Legal/Safety

Criteria will be considered on a case-by-case basis by administration. Any student/parent who believes that their request for transfer is based on a legal or safety issue should contact the administration from their current school or District Administration. Required documentation will be specific to the individual situation, in consultation with administration.

2. Mental or Physical Health (*Note: All schools are equipped to support student mental/emotional and physical health needs.*) The request for transfer application must include the following items:

- The completed In-District High School Student Transfer Request Form
- A letter from student detailing explanation for the request
- A letter from parent/guardian detailing explanation for the request
- Documents supporting reason for request (NOTE: Staff are not allowed to provide a letter of support.)
- Current grades in all classes and current schedule or most current report card if not in high school yet
- Graduation Credit Check Form (if in grades 10th-12th grade)

3. Academic (*Note: All schools are equipped to support student academic needs.*) The request for transfer process must include the following items:

- The completed In-District High School Student Transfer Request Form
- A letter from student detailing explanation for the request
- A letter from parent/guardian detailing explanation for the request
- Documents supporting reason for request (NOTE: Staff are not allowed to provide a letter of support.)

- Current grades in all classes and current schedule or most current report card if not in high school yet
 - Graduation Credit Check Form (if in 10th-12th grade)
4. Siblings
- Any sibling of a student currently attending one of the high schools will be allowed to apply to attend the same school (i.e., the student's sibling(s) must be at the same school at the same time; they cannot have already graduated or left the school). The request for transfer process must include the following items:
- The completed In-District High School Student Transfer Request Form
 - A letter from student and parent detailing explanation for the request with name and current grade level of the sibling.
 - Current grades in all classes and current schedule or most current report card if not in high school yet
 - Graduation Credit Check Form (if in 10th-12th grade)
5. Children of Staff
- Students whose parent/guardians are at least .75 FTE employees of the District may apply to attend the school in which their parent/guardian works. (Note: This does not apply to staff who live outside the HS district boundaries.) The request for transfer process must include the following items:
- The completed In-District High School Student Transfer Request Form
 - A letter from parent/guardian detailing explanation for the request
 - Documents supporting reason for request
 - Current grades in all classes and current schedule or most current report card if not in high school yet
 - Graduation Credit Check Form (if in 10th-12th grade)
6. Other
- Any reason that does not fall within the previous priorities (e.g., request to remain in a school after residence change) must be requested through the Request for Transfer process including the following items:
- The completed In-District High School Student Transfer Request Form
 - A letter from the student detailing the explanation for the request (Requests related to extra-curricular activities will not be considered.)
 - A letter from parent/guardian detailing explanation for the request
 - Documents supporting reason for request. (NOTE: Staff are not allowed to provide a letter of support.)
 - Current grades in all classes and current schedule or most current report card if not in high school yet
 - Graduation Credit Check Form (if in 10th-12th grade)

Additional documents for review and/or completion:

- Policy 3140: High School Transfer Policy
- Form 3140F: In-District High School Student Transfer Request Form
- Graduation Credit Check Form (see current school counselor)
- [MHSA](#) information on transfers

Submit the completed documents to: Assistant Superintendent's Office, Missoula County Public Schools

If you have questions, please feel free to contact the Assistant Superintendent's Office