

Students

Student Transfer

The New Haven Board of Education requires that all students attend the district school in which the parent or legal guardian resides.

The Board also recognizes that there is a need at times for a parent or legal guardian to request that a student be transferred to a school other than the one he/she is assigned. Such requests will only be considered for specific mitigating circumstances, with all requests complying with criteria established by administrative regulations.

The Board also recognizes that it may, in its discretion; reassign a student to a different school in the school district, and such reassignment shall not be considered a suspension or expulsion of that student. Such reassignments shall comply with the procedures established by administrative regulation, including but not limited to written and verbal notice of the reassignment the student's parent or legal guardian.

Policy adopted: August 14, 1995
Policy revised: July 10, 2008

NEW HAVEN PUBLIC SCHOOLS
New Haven, Connecticut

Students

Student Transfer

This student transfer procedure outlines the steps and responsibilities of various individuals related to student transfers within the New Haven Public Schools (from one school to another) and for students transferred into New Haven Public Schools.

Requesting Transfers Within the New Haven Public Schools for Medical Disabilities

1. A parent/guardian must submit a request in writing specifying the reason for the request to the supervisor of the district to which the student is assigned. A copy of the request should be forwarded to the supervisor of the receiving school, if the requests so warrants. Documentation by a physician on the appropriate form must accompany the request.
2. The supervisor will forward the request to the Director of Pupil Services for review by the school medical advisor.
3. The recommendation of the medical advisor shall be made to the Director of Pupil Services, who in turn will review this with the appropriate supervisor(s).
4. The supervisor of the school district to which the student is assigned will notify the appropriate principal(s) and the parent in writing of the decision rendered.

Requesting Transfers to Special Programs

Requests for transfers made for special programs (Magnet Schools, Alternative High Schools, Vocational Education, etc.) will be governed by the admission policies and criteria for selection of the specific program.

Requesting an Exception to Transfer Within the New Haven Public Schools for Other Reasons

Requests to transfers from one New Haven school to another New Haven school may be made by parents and legal guardians for mitigating circumstances, with such request complying with criteria established by this administrative regulation. All transfers requested by parents and legal guardians for reasons other than the above will be governed by the following guidelines:

1. All such transfer requests will be sent in writing on the appropriate form to the district supervisor of the school to which the student is assigned.
2. The district supervisor will review the request with the appropriate principal(s) and/or other supervisor (if applicable and approve or deny the request in writing.

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Requesting and Exception to Transfer Within the New Haven Public Schools for Other Reasons (continued)

3. Notice of the approval or denial of a transfer request will be provided verbally and sent in writing to the parent or legal guardian, with a copy to the Principal of each school involved and a copy shall be retained in the student's cumulative file.
4. In the case of where a transfer is granted for a student identified as requiring special education services, it is recommended that a Planning and Placement Team meeting be convened to review the transfer and determined whether any changes to the student's Individualized Educational Program (IEP) are required.

The district supervisor will also take the following into consideration when approving or denying such requests:

1. The availability of space within a school.
2. The racial balance of schools.
3. All other relevant facts and circumstances relating to the particular student's case in question.

In the event that a transfer is granted in response to a parent or guardian request, transportation of the student to and from school to which the student has been transferred shall be subject to availability and existing transportation schedules and protocols.

Requesting Involuntary Reassignment of a Student to a New School within the New Haven Public Schools

Requests for reassignment of a student from one New Haven Public School to another New Haven Public School may be made by administration, with such requests complying with procedures established by this administrative regulation. All reassignments requested by administration shall comply with the following procedures.

1. All such reassignment requests will be completed in writing on the appropriate form by the building administrator of the school the student currently attends, and sent to Central Office to the attention of the Director of High Schools or the Director of elementary and Middle School Education as applicable.

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Requesting Involuntary Reassignment of a Student to a New School within the New Haven Public Schools (continued)

2. The applicable Director will review the request with the appropriate principal of the sending school and the requested potential receiving school, and will grant or deny the request in writing. The parent or guardian may request a meeting with the Director to review the granting or denial of the request.
3. In the event that the reassignment request is granted, notice of the transfer will be provided verbally and sent in writing to the parent or legal guardian, with a copy to the Principal of each school involved and a copy shall be retained in the student's cumulative file.
4. In the event that a reassignment is denied, a record of the request and the denial of the request shall be retained in the student's cumulative file.
5. In the case of where a transfer is granted for a student identified as requiring special education services, it is recommended that a Planning and Placement Team meeting be convened to review the transfer and determined whether any changes to the student's Individualized Educational Program (IEP) are required.

The Director will also take the following into consideration when approving or denying such requests:

1. The availability of space within a school.
2. The racial balance of schools.
3. All other relevant facts and circumstances relating to the particular student's case in question.

In the event that a transfer is granted in response to administration request, transportation of the student to and from school to which the student has been transferred shall be subject to availability and existing transportation schedules and protocols.

Students Transferring into the New Haven Public Schools from Other Schools

These students must register at Central registration and parents may request a transfer by following the above procedures.

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Students Transferring into the New Haven Public Schools from an Institutional Placement

1. This section of the regulation covers any youngster registering as a student in a New Haven Public School after being released from an institution. These students may be either.
 - A. Re-enrollees in the New Haven Public School System – When a student is returning as a resident of New Haven, the school system is obliged to receive him/her for registration. If the student is a special education child, a PPT will be convened. If the student is a regular education child, the Director of Community and Alternative Programs will meet with him/her to plan an appropriate educational program.
 - B. New enrollees in the New Haven Public School System will follow the same procedures.
2. A student's status may be:
 - A. Released out of district day placement facilities
 - B. Residential placement
 - C. Discharges from correctional or detention institutions

Monitoring Implementation

District supervisors will work closely with principals to ensure that all regulations are being implemented.

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New Haven Public Schools
New Haven, Connecticut