Secondary Voluntary School Transfer Information

- Voluntary school transfers are requests from parents for their student(s) to attend a school other than their designated home attendance area school.
- The voluntary school transfer process will be reviewed every time attendance areas are modified.
- This form is not intended for families wishing to Open Enroll into the Iowa City Community School District while residing in a different district. Please visit [www.iowacityschools.org](http://www.iowacityschools.org) or call the District’s Educational Services Center at (319) 688-1000 for more information.
- This form is not intended for families who are homeless. Please visit [www.iowacityschools.org](http://www.iowacityschools.org) or call the District’s Educational Services Center at (319) 688-1000 for more information.

Please be aware of the following:

- Voluntary school transfer requests must be filled out for each student requesting a transfer.
- Voluntary school transfer request forms can be found on the District website at [www.iowacityschools.org/voluntarytransfers](http://www.iowacityschools.org/voluntarytransfers) or at any school.
- Families are required to provide their own transportation for the student(s) when voluntarily transferring.
- The deadline for submitting voluntary school transfer requests for the following school year is March 1st.
- Voluntary school transfer requests received after March 1st will be processed on a first come, first served basis and approval will be based on programming, staffing, and space available.
- Separate voluntary school transfer requests are not required for the junior high school and high school levels.
  - Students who have been provided elementary school level transfer are NOT guaranteed any subsequent junior high school transfers.
  - Students who have been provided junior high school level transfer ARE guaranteed high school transfers. (into the feeder high school of that junior high)
- The General Transfer Rules for Extracurricular Interscholastic Competition apply to all voluntary school transfer requests, could include up to a 90 day varsity ineligibility period.
- Mid-year transfers are not permitted, if a good cause exception is made the transfer will occur at the start of the next trimester.

In general, voluntary school transfer requests are not permitted at the secondary level. The following exceptions will be considered:

- Students Receiving Special Services Transfers (including English Language Learner Education, Special Education, Section 504 Services) – Students Receiving Special Services placed by the District in an school other than their home attendance center for the purpose of accessing...
Special Services are considered to be grandfathered in to their approved attendance area through completion of 8th/12th grade.

- State of Iowa Open Enrollment “Good Cause” exceptions – Change in residence due to family move, change in marital status, foster care, adoption, or treatment program; Pervasive harassment
- Students in the Kirkwood Elementary and Alexander Elementary attendance areas will be allowed to transfer out of those attendance areas to Northwest/West High School and South East/City High School respectively.

All Voluntary School Transfers Are Subject to Cancellation Upon:

- Changes to District voluntary school transfer requests policies
- Changes to boundaries/ attendance areas
- Change in student transportation needs
- Failure of the student to maintain adequate attendance and/ or behavior patterns
- Verification that voluntary school transfer request information provided was inaccurate or incomplete

Please visit [www.iowacityschools.org](http://www.iowacityschools.org) or call the District’s Educational Services Center at (319) 688-1000 for more information.
Secondary (Grades 7-12) Voluntary School Transfer Application

One form per student – Deadline for submitting transfer requests is March 1st
Submit to any school or to the Educational Services Center, 1725 N. Dodge St., Iowa City, IA 52245

Today’s Date ____________________________________________________________________________

(Please Print)

Student’s Name __________________________________________________________________________

(Please Print) Last First Middle

Parent’s Name ____________________________________________________________________________

(Please Print) Last First Middle

Address __________________________________________________________________________________

(Please Print) Street City Zip Code

Phone _____________________________________________________________________________________

(Please Print) Email _________________________________________________________________________

School Your Student is Requesting to Attend___________________________________________________________________________________________

School Your Student Currently Attends_____________________________________________________________________________________________

School Your Student is Assigned to Attend___________________________________________________________________________________________

Current Grade Level of Your Student _________________________________________________________________________________________________

Grade Level of Your Student When Transfer Becomes Effective __________________________________________________________________________

Desired Date When Transfer Become Effective __________________________________________________________________________________________

Yes [ ] No [ ]

Does Your Student Receive Special Education Services?

Yes [ ] No [ ]

Does Your Student Have a 504 Accommodation Plan?

Yes [ ] No [ ]

Does Your Student Meet One of the Exceptions? (Special Services, Good Cause, Kirkwood/Alexander)

Yes [ ] No [ ]

If yes, which one? ____________________________________________________________________________________________

(Please provide documentation of this exception when submitting the form)

In applying for this transfer, I understand:

• This is NOT an Open Enrollment request to transfer into the District from another district.
• Voluntary school transfer requests must be filled out for each student requesting a transfer.
• Students are not guaranteed any subsequent junior high school or high school voluntary school transfers.
• Families are required to provide their own transportation for the student(s) when voluntarily transferring.
• The deadline for submitting voluntary school transfer requests for the following school year is March 1st.
• Voluntary school transfer requests received after March 1st will be processed on a first come, first served basis and approval will be based on space available.
• The District reserves the right to deny any voluntary school transfer requests.
• All transfers are subject to cancellation.

Parent/Guardian Signature ___________________________ Date _____________

Please visit www.iowacityschools.org or call the District’s Educational Services Center at (319) 688-1000 for more information.