



# Iowa City Community School District

## Educational Services Center

1725 North Dodge Street • Iowa City, IA 52245 • (319) 688-1000 • Fax (319) 688-1009 • [www.iowacityschools.org](http://www.iowacityschools.org)

### Annual Elementary (Grades K-6) Voluntary School Transfer Requests (Board approved 12-11-2018)

#### Elementary 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 in to 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.

#### In general, voluntary school transfer requests are not permitted at the elementary level.

- **The following grandfathered exceptions will be considered:**
  - Permanent Elementary Transfers – Students on voluntary school transfers approved for the 2014-2015 school year are considered to be grandfathered in to their approved attendance area through completion of 6th grade.
  - School In Need of Assistance (SINA) Transfers – Students on SINA transfers approved for the 2015-2016 school year are considered to be grandfathered in to their approved attendance area through completion of 6th grade.
  - 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 elementary 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 6th grade. *These students' school-age siblings who voluntarily transfer to the placement school during their sibling's placement are considered to be grandfathered in to their approved attendance area through completion of 6th grade.*
  - “Scanlon Farms” Elementary School/ Grant Elementary School Attendance Area Development Process Guaranteed Transfers – Students living in the areas listed below who are entering 1<sup>st</sup>-6<sup>th</sup> grade in the 2019-2020 school year will be allowed to remain in their approved attendance area through completion of 6th grade.
    - Students who reside in the Lincoln ES attendance area in the 2018-2019 school year and are zoned to Penn ES beginning in 2019-2020
    - Students who reside in the Wickham ES attendance area in the 2018-2019 school year and are zoned to Penn ES beginning in 2019-2020
  - Horn Elementary School/ Weber Elementary School Attendance Area Development Process Guaranteed Transfers – Students who reside in the Weber ES attendance area in the 2018-2019 school year and are zoned to Horn ES beginning in 2019-2020 who are entering 1<sup>st</sup>-6<sup>th</sup> grade in the 2019-2020 school year will be allowed to remain in the Weber ES attendance area through completion of 6th grade.

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- *These students' siblings 0-5 years of age in the 2018-19 school year may voluntarily transfer to Weber ES and are considered to be grandfathered in to the Weber ES attendance area through completion of 6th grade.*
- **The following annual exceptions will be considered:**
  - Capstone Transfers – 5<sup>th</sup> grade students will be allowed to attend their approved attendance area through completion of 6<sup>th</sup> grade.
  - Equity Balance Transfers – Voluntary school transfers may be considered in situations where there is space available and it helps the Board achieve the overall goal of increased equity according to Appendix A. *Equity Balance Transfers will be approved in August of each year.*
  - 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; or Severe health will be considered good cause exceptions that allow students to attend their approved attendance area through completion of the current school year.

**Please be aware of the following:**

- Voluntary school transfer requests are required at the elementary level on an annual basis.
- 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.
- Students do not have a guarantee to keep the voluntary school transfer beyond one year (unless noted above).
- Students are not guaranteed any subsequent junior 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 1<sup>st</sup>.
- Voluntary school transfer requests received after March 1<sup>st</sup> will be processed on a first come, first served basis and approval will be based for the exceptions noted above.

**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

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**Appendix A – Equity Balance Transfers**

The District may consider voluntary school transfers in situations where there is space available and it helps the Board achieve the overall goal of increased equity. Equity Balance Transfers will be approved in August of each year.

- Equity will be measured by the percentage of low socioeconomic status (SES) students in each attendance area.
- Low SES will be based on whether a student is eligible for free or reduced price lunch, is eligible for direct certification from the state, or has a fee waiver.
- High SES will be assigned to all other students.
- The District will use the annual state-required October 1 Certified Enrollment numbers to determine the percentage of low SES students in each attendance area.
- Following the annual certification of enrollment, the District will release a list of schools with corresponding percentage of low SES students in each attendance area and the District average for low SES students.
- For the following school year, on a space available basis, high SES students will be allowed to transfer to schools “Above the District Average” for low SES students.
- For the following school year, on a space available basis, low SES students will be allowed to transfer to schools “Below the District Average” for low SES students.

School	% Low SES 2019-20	Relationship to District Average
Hills	77.9%	Above the District Average
Kirkwood	71.1%	Above the District Average
Wood	69.8%	Above the District Average
Alexander	68.4%	Above the District Average
Twain	68.0%	Above the District Average
Lucas	47.8%	Above the District Average
Hoover	47.1%	Above the District Average
Horn	44.2%	Above the District Average
Longfellow	44.0%	Above the District Average
Coralville Central	42.5%	Above the District Average
<b>District</b>	<b>40.0%</b>	<b>District Average</b>
Weber	39.9%	Below the District Average
Borlaug	38.3%	Below the District Average
Lincoln	37.0%	Below the District Average
Mann	34.8%	Below the District Average
Lemme	29.7%	Below the District Average
Garner	29.6%	Below the District Average
Van Allen	24.3%	Below the District Average
Grant	15.9%	Below the District Average
Shimek	14.8%	Below the District Average
Wickham	10.1%	Below the District Average
Penn	9.7%	Below the District Average

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**Annual Elementary (Grades K-6) Voluntary School Transfer Application**  
**One form per student – Deadline for submitting transfer requests is March 1<sup>st</sup>**  
**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 \_\_\_\_\_ Email \_\_\_\_\_  
(Please Print)

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 \_\_\_\_\_

Does Your Student Receive Special Education Services? Yes  No

Does Another Student in Your Family Receive Special Education Services? Yes  No

Does Your Student Have a 504 Accommodation Plan? Yes  No

Does Another Student in Your Family Have a 504 Accommodation Plan? Yes  No

Does Your Student Meet One of the Exceptions?  
(Permanent, SINA, Special Services, AAD Guaranteed, Capstone, Equity, Good Cause) 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 in to the District from another district.
- Voluntary school transfer requests are required at the elementary level on an annual basis.
- Voluntary school transfer requests must be filled out for each student requesting a transfer.
- Voluntary school transfer will be based on the exceptions previously noted.
- Students do not have a guarantee to keep the voluntary school transfer beyond one year (unless noted above).
- Students are not guaranteed any subsequent junior 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 1<sup>st</sup>.
- Voluntary school transfer requests received after March 1<sup>st</sup> will be processed on a first come, first served basis and approval will be based for the exceptions noted above.
- The District reserves the right to deny any voluntary school transfer requests.
- All transfers are subject to cancellation.

Signing this form indicates agreement with the above conditions and affirms consent to use my student's eligibility status for Free or Reduce Price Lunch in the determination process.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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