



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

Secondary (Grades 7-12) Voluntary School Transfer Requests (Board approved 2-12-2019)

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 in to the Iowa City Community School District while residing in a different district. Please visit 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 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 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 programming, staffing, and space available.
- Separate voluntary school transfer requests are 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 NOT guaranteed any subsequent high school transfers.
- Voluntary school transfers will be granted based on the receiving school capacity no exceeding 95% and the sending school capacity not falling below 80%.
- 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.
- Liberty High School is closed to voluntary school transfer requests for the graduating class of 2021 and all younger students.
- Mid-year transfers are not permitted, if a good cause exception is made the transfer will occur at the start of the next trimester.

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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 a 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. *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.*
- Capstone exceptions – 7th grade junior high school students and 10th/ 11th high school students will be allowed to attend their approved attendance area through completion of 8th/ 12th grade.
- Liberty High School 9th grade students in 2018-19 will be allowed a one time transfer to continue attending Liberty if they were zoned to attend West High beginning 2019-20.
- Students currently attending North Central Jr High in 2018-19 whose high school attendance zone changed from Liberty High to West High beginning 2019-20 school year will be allowed to transfer to Liberty High.
- 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.

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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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 5245

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

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 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 programming, staffing, and space available.
- 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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