

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



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

Annual Elementary (Grades K-6) Voluntary School Transfer Requests for the 2021-2022 School Year

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 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.

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

- **The following grandfathered exceptions will be considered:**
 - 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 (exception expires at the end of the 2021-22 school year).
 - 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.*
 - 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 1st-6th grade in the 2019-2020 school year will be allowed to remain in the Weber ES attendance area through completion of 6th grade.
 - *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.*
 - “Good Cause” Transfers = Exceptions – Pervasive harassment; or Severe health may be considered good cause exceptions that allow students to attend their approved attendance area through completion of 6th grade.

Non-Discrimination Policy

It is the policy of the Iowa City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs, activities, or employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Eric Howard, Director of Equity and Employee Relations, 1725 N. Dodge St., Iowa City, IA 52245, 319-688-1000, howard.eric@iowacityschools.org.

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

- **The following annual exceptions will be considered:**
 - Capstone Transfers – 5th grade students will be allowed to attend their approved attendance area through completion of 6th grade. Capstone Transfers will be approved in March of each year.
 - Equity Balance Transfers – Voluntary school transfers will be considered in situations where it helps the Board achieve the overall goal of increased equity according to Appendix A. Equity Balance Transfers will be approved in March of each 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 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 1st.
- Voluntary school transfer requests received after March 1st 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 request 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 or call the District's Educational Services Center at (319) 688-1000 for more information.

Non-Discrimination Policy

It is the policy of the Iowa City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs, activities, or employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Eric Howard, Director of Equity and Employee Relations, 1725 N. Dodge St., Iowa City, IA 52245, 319-688-1000, howard.eric@iowacityschools.org.

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

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 March 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 2010-21	Relationship to District Average
Hills	72.7%	Above the District Average
Wood	64.2%	Above the District Average
Alexander	63.3%	Above the District Average
Kirkwood	62.9%	Above the District Average
Twain	62.9%	Above the District Average
Coralville Central	46.8%	Above the District Average
Horn	45.3%	Above the District Average
Weber	43.7%	Above the District Average
Hoover	42.5%	Above the District Average
Lucas	42.1%	Above the District Average
Longfellow	39.0%	Above the District Average
District	36.7%	District Average
Borlaug	35.1%	Below the District Average
Garner	32.5%	Below the District Average
Mann	32.0%	Below the District Average
Lemme	27.3%	Below the District Average
Van Allen	24.2%	Below the District Average
Lincoln	23.8%	Below the District Average
Shimek	20.1%	Below the District Average
Grant	14.6%	Below the District Average
Penn	11.6%	Below the District Average
Wickham	7.5%	Below the District Average

Non-Discrimination Policy

It is the policy of the Iowa City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs, activities, or employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Eric Howard, Director of Equity and Employee Relations, 1725 N. Dodge St., Iowa City, IA 52245, 319-688-1000, howard.eric@iowacityschools.org.

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

Annual Elementary (Grades K-6) 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 _____ 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 Meet One of the Exceptions?
(SINA, Special Services, Weber/Horn ADD Guarantee, 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 1st.
- Voluntary school transfer requests received after March 1st 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 _____
Please visit www.iowacityschools.org or call the District's Educational Services Center at (319) 688-1000 for more information.

Non-Discrimination Policy

It is the policy of the Iowa City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs, activities, or employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Eric Howard, Director of Equity and Employee Relations, 1725 N. Dodge St., Iowa City, IA 52245, 319-688-1000, howard.eric@iowacityschools.org.