



# Ontario School District Elementary Intradistrict Transfer Procedures

The following procedures will govern consideration of a request by a parent for a student to attend a district school other than the one within the student's regular attendance boundary.

Resident students and their parents will be notified on an annual basis of intradistrict transfer options available.

Requests to transfer will be considered on a space-available basis and subject to criteria established annually by the district.

## Spring Transfer Requests

1. Complete Transfer Request Form (on website) by **July 1, 2020**; by May 15, 2021 and moving forward  
\*No transfer requests will be considered after the lottery; a waiting list will be established based on the lottery process
2. To be eligible for the lottery you must be in good standing in terms of attendance patterns and behavior data
3. Transportation will be the responsibility of the parent. In certain circumstances, district transportation may be provided on a space available basis. Existing bus routes and loading areas will not be disrupted or altered in order to accommodate an intradistrict transfer
4. Students who attended the requested school in the past and siblings of students who attended in the past will be considered Tier 1 requests; students who attended a school on an intradistrict transfer in the past will be given first priority, but this will continue to be based on the availability of space; preference will be given to students who live in the established attendance area and whose parents are employed by the Ontario School District living within the city of Ontario.
5. The number of slots in each grade level and each school will be determined based on class size and classroom capacity as determined by guidance in the case of a public health emergency
6. Names will be drawn by lottery for designated slots starting with Tier 1 and proceeding to Tier 2 which will be new intradistrict transfer requests in good standing
7. Families will be notified in writing within one week of the lottery results by the district office  
\*\* This process is separate from a special education placement decision; foster care requirements; and McKinney Vento rules
8. In the event building capacity is reached with attendance area residents within the first 15 days of school transfer students may be asked to enroll in another school or return to their school of origin
9. Student violations of Board policy, administrative regulation or school rules may result in revocation of the transfer at any time at the discretion of the district, in addition to appropriate disciplinary measures

## Process for Enrollment during the School Year when Classes have Reached the Established Capacity

1. Families will complete online registration for school that is their attendance area school
2. If the class or grade level is at or above capacity the district office will notify the family that they will be transferred to a school where space is available
3. Decisions on which school the student/s will attend will be based on space available and will be rotated to prevent any one school from being overwhelmed with new students
4. Efforts will be made to keep siblings together whenever possible