

WESTWOOD PUBLIC SCHOOLS
Westwood, Massachusetts

APPLICATION FOR OUT-OF-DISTRICT PLACEMENT

This application is being made in accordance with the policy adopted by the Westwood School Committee. (See reverse.)

The undersigned is requesting a school placement other than at the school determined by school district lines.

Please submit application by June 1. Applicants will receive notification by July 31.

Placements are granted with the understanding that student transportation will not be provided.

Parent/Guardian Name: _____

Address: _____

Phone: _____ Email: _____

School/District assignment based on above address: _____

Student Information

| Name | Grade | School/District Requested |
|-------|-------|---------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Parent/Guardian Signature: _____

Date Received: _____ Action Taken: _____

WESTWOOD PUBLIC SCHOOLS
Westwood, Massachusetts

File: JFB

INTRA-DISTRICT TRANSFER POLICY

Students are required to attend school in the attendance area in which they reside, unless special permission has been granted by the Superintendent. The Superintendent will consider each intra-district transfer request individually and will approve or deny the request based on the specific circumstances related to that request. When reviewing the transfer request, the Superintendent will consider the total needs of the receiving school and the ability of the receiving school to meet the student's needs.

The following conditions apply to all intra-district transfer requests unless overridden by the Superintendent.

1. Parents or legal guardians requesting an intra-district transfer for their child must obtain an application from the Superintendent of Schools and return it no later than June 1 of the prior school year for which the transfer is requested. No requests will be considered after the June 1st deadline, and parents will be notified of the Superintendent's decision by July 31st.
2. Intra-district transfer requests will be considered on a case-by-case basis (*i.e. not first-come, first served.*)
3. No intra-district transfer requests will be considered after the start of the school year, with the following exception: If a student starts the school year in one attendance area and moves to another attendance area mid-year, the student is entitled to remain in the original attendance area for the remainder of the school year without approval from the Superintendent.
4. Intra-district transfer requests will only be considered when the receiving school has class sizes below the minimum range of class size guidelines established by the Westwood School Committee. (*For example, the class-size guideline for Grade 3 is a range of 22-24 students. An intra-district transfer request will only be considered if the receiving school has a projected class size of fewer than 22 students.*)
5. If a particular receiving school is requested by the parents or guardians, the Superintendent will consider the request. However, final placement will be determined by the Superintendent after considering the total needs of the receiving school and the student, and the ability of the receiving school to meet the student's needs.
6. Intra-district transfers expire at the end of the school year, and families must re-apply annually. A student may be required to revert back to his/her home school at any time after his/her intra-district transfer is approved.
7. Siblings of students not attending their home school via an intra-district transfer must also complete an application, and are not guaranteed a transfer and/or the same placement.
8. Students not attending their home school via an intra-district transfer are not entitled to school bus transportation. The parent or legal guardian accepts responsibility for providing transportation to and from school. If space is available on an existing route, a transfer student may be allowed to ride the bus; however, no special bus routing will be established.
9. The Superintendent's decision to approve or deny an intra-district request is final, and is not subject to appeal.

Students who have been approved for an intra-district transfer prior to the start of the 2011-2012 school year, are eligible to remain in their out-of-district school through Grade 5.

Adopted by the Westwood School Committee—February 16, 2012