



DISTRICT OFFICES
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REQUEST FOR K-5 TRANSFER OF SCHOOL

Elementary school placement has no bearing on a student's assignment to middle school. Assignment to middle school is based upon home address and middle school capacity.

Submit this form to your child's School Principal, who will complete and send it to the requested receiving school. Please understand that you are requesting a transfer for the remainder of grades K-5.

1. Child's Name (last, first): _____ Current Grade: _____ New School Starting Date: _____

2. Child's Name (last, first): _____ Current Grade: _____ New School Starting Date: _____

Your child's current school is: _____ Requesting transfer to: _____

Reason for request: _____

Parent/Legal Guardian (last name, first name): _____ Date: _____

Present Address: _____

Primary Phone: _____ Other Phone: _____

Is your child(ren) presently enrolled in a Burlington school? Circle one: Yes No

Are there siblings living at the present address enrolled in the Burlington School District? Circle one: Yes No

If yes, please list each child's last name, first name, and school: _____

Are there any special program needs? Title I ___ 504 Special Ed ___ EL ___ None ___ Not sure ___
(If yes, Special Services or EL Director must sign this form.)

Parent/Legal Guardian Signature: _____ Date: _____

Please read the procedures on the reverse before returning it to your school's Principal.

Home School Principal Signature: _____ Date: _____

Principal comments:

FOR DISTRICT USE ONLY:

Does the requested school have the appropriate programs? Yes: ___ No: ___

Director of Special Services or EL Sign Off: Email or Voice? Confirmed by: _____ Date: _____

Receiving School Principal Sign Off: Email or Voice? Confirmed by: _____ Date: _____

Type of Transfer: Parent Request ___ Superintendent Recommend ___ SPED Recommend ___ Capacity ___

Request Status: Approved ___ Denied ___ Postponed for later action ___ Proposed start date: _____

Superintendent or Designee : _____ Date: _____

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REQUEST FOR K-5 TRANSFER CRITERIA AND PROCEDURE

Criteria for decision in order of priority :

- Availability of space at grade level requested.
- Appropriateness of program at receiving school (e.g., Special Education, Title I services, etc.).
- Presence of siblings in the building.
- Year in which the child is in school.
- Date of receipt of request.
- Superintendent may waive criteria upon appropriate need.

Procedure :

1. Parent completes transfer request form and turns in to the Home School Principal. The Principal will review and sign and then forward the request to the desired receiving school. Ultimately the transfer will be decided upon by the Superintendent or their designee. Each form will be dated based upon arrival at the desired receiving school. A decision will generally be made within one week of the date the form is received at the desired receiving school.
2. All transfer requests for current school year are considered as they come into the Superintendent's Office. Transfer approvals are to schools, not specific teachers or classes. Transfer decisions will receive written notification from the Superintendent's Office.
3. Transfer approval will be based upon criteria listed above. Superintendent or designee may override criteria based upon a student's individual needs such as (but not limited to) special education programming.
4. Transfers will not be granted after the school year begins if said transfer will result in a change of the learning and instructional program for the child unless the change is recommended by the Principal and teacher(s) involved with the child. The Director of Student Support Services must also sign if Special Services is needed.
5. All transfer requests for the next school year will be considered after the new student registration deadline of the preceding school year. No new transfer requests in Grades 1 – 5 will be considered from August 15 through the third week in September to permit enrollment to stabilize.
6. The parent will be notified when the transfer has been approved. Reapplication each year is not needed. In accepting the transfer approval, the family agrees to make at least a one year commitment to the school of transfer. All school procedures (e.g. arrival on time) in the new school must be followed.
7. Approved elementary transfers are approved through grade five. The student is expected to enroll in their home middle school at grade six. A variance request would need to be completed if a different middle school is desired. Please be aware that middle school variances are exceedingly rare and in some years none are granted. Elementary school placement has no bearing on where students attend middle school.
8. It should not be assumed that once a family has received approval for one child that all younger children will automatically enroll at the school of transfer. The regular registration paperwork must be completed for younger children as they reach school age.
9. Transportation to the new school is the responsibility of the parent, utilizing the options made available to other students across the school district. The School District feels very strongly that the child's transportation to and from school must be as safe as possible. In this case safe means that those children walking to and from school must not cross streets en route which have no crossing guards at major intersections. Parents may be requested to present to the Administration a complete review of the transportation plan for their child(ren).
10. Only legal residents of the City of Burlington may make transfer requests. The child's legal guardian must be the resident.