

**CHANGE OF SCHOOL OR ASSIGNMENT****JFAC****Page 1 of 2**

The Board, has established the following school assignment policy which is based on the best interest of the student. The Superintendent, upon approval of the School Board, is authorized to re-assign a student from the School District to a school district in another SAU or to admit students from another SAU.

This reassignment shall be subject to the following criteria:

1. The student's parent(s)/ legal guardian(s) must petition, in writing, for the reassignment.
2. The parent(s)/legal guardian(s) consents, in writing, to the Superintendent's recommendation for a change in assignment and the Superintendent determines that such a change is in the student's best interest.
3. If the Superintendent determines that the best interests of the student warrant a reassignment, he/she will present the matter to the School Board. The Board must vote to approve the re-assignment before the reassignment can occur. Upon School Board approval, the Superintendent may reassign the pupil to: (a) another school within the same school district; (b) another school district within the same SAU; or (c) a school district in another SAU, subject to the student meeting the admission requirements of such school, and subject to the agreement of the Superintendent of the receiving SAU and approval of the School Boards of both the sending and receiving school districts.
4. The Superintendent will issue a written decision to the parent(s)/legal guardian(s).
5. The total reassignments or transfer made under this policy in any one school year will not exceed one (1) percent of the average daily membership in residence of a school district, or five (5) percent of the average daily membership in residence of any single school, whichever is greater, unless the School Board votes to exceed this limit.
6. Reassignments made under this policy that exceed the percentages provided in Paragraph #5 must have the prior written approval of the School Board.
7. Assignment between SAU's has to be agreed to by the Superintendent of the receiving SAU.
8. The Superintendents involved in the reassignment of a student will jointly establish a tuition rate for each such student. Some or all of the tuition may be waived by the Superintendent of the receiving district for good cause shown or pursuant to any applicable policies of the receiving district, presuming said action is not contrary to law.

**CHANGE OF SCHOOL OR ASSIGNMENT****JFAC****Page 2 of 2**

9. The cost of transporting the student shall be the responsibility of the parent(s)/legal guardian(s).
10. Parents(s)/legal guardian(s) are encouraged to submit an application prior to August 1<sup>st</sup> for fall enrollment and prior to January 1<sup>st</sup> for second semester. Applications may be accepted at any time for extenuating circumstances.
11. All students who transfer to the School District shall be on probationary status during the time that they are attending school. The probation will be based on discipline, attendance, unacceptable progress with academic studies, and other areas deemed relevant by the building administration.
12. Students receiving special education services may be considered for school transfer status through the Student Evaluation team process. Any costs over the receiving district's per pupil cost will be the responsibility of the sending district.
13. Nothing in this policy shall alter or impair the rights of educationally disabled children as defined in federal and state law.
14. The Superintendent of the student's resident SAU will notify the Department of Education within thirty (30) days of any reassignment made under this policy.

Law Reference: RSA 193:3

Appendix Reference:

Date Adopted: August 10, 2004

Last Review/Revision Date: September 19, 2017