

Conditions of an Approved Intra-District Transfer

An approved intra-district transfer request does not guarantee the student will be assigned to the requested school. The Committee reserves the right when granting a request to determine the school to which the student is transferred.

- The District will **not** provide transportation for the student to or from the transfer school unless transportation is otherwise required by law. Paid transportation by the District will not be available, and the parent will be responsible for transporting their child to and from school.
- The District does not guarantee the same academic courses that are available at the student's home school will be available at the receiving school.
- In the event that a family makes requests for more than one child in a family unit, each request will be reviewed and evaluated on an individual basis.
- An approved intra-district transfer request is valid for only one school year. Parents/guardians will need to submit a request for each subsequent school year consistent with the District's intra-district transfer policy and procedures.

Rescission of an Approved Intra-District Transfer

An approved intra-district transfer request may be rescinded by the District at any time based on the following factors, including but not limited to:

- The student engages in misconduct that is disruptive to the educational environment.
- The student demonstrates a pattern of unexcused tardiness or absences.
- The student does not maintain good academic standing.
- The conduct of the student's parents/guardians toward staff, administration, other parents,

and students that is not consistent with Board Policy 8:30, *Visitors to and Conduct on District Property*.

- The student's parents/guardians elect not to respond to or meaningfully participate in required meetings that staff and/or administration have invited parents/guardians to attend on behalf of the student.
- Other relevant factors as determined by the Committee.

D15 Intra-District Transfer Committee Members

- Claire Kowalczyk, EdD, Deputy Superintendent
- Tom Edgar, PhD, Assistant Superintendent of Educational Services
- Melinda McGuffin, EdD, Assistant Superintendent of Student Services
- Renee Urbanski, Assistant Superintendent of Multilingual Programs
- Tom Bramley, Director of Transportation

For more information, please contact:

Jamie Wieckiewicz, Executive Assistant,
847-963-3209, wieckiej@ccsd15.net

For support in Español, please contact:

- Clara Neff, Executive Assistant,
847-963-3210, neffm@ccsd15.net
- Nancy Aguirre, Executive Assistant,
847-963-3208, aguirren@ccsd15.net

CCSD15 Intra-District Transfer Request Procedures

www.ccsd15.net/D15Intra-DistrictTransfer



**COMMUNITY CONSOLIDATED
SCHOOL DISTRICT 15**

Community Consolidated School District 15
580 N. 1st Bank Drive
Palatine IL 60067-8110
847-963-3000
www.ccsd15.net

What is an intra-district transfer?

Under special circumstances, parents may request the transfer of their child(ren) from their assigned home school to another intra-district school. Requests will only be considered upon completing the requested application and providing supporting documentation within the acceptable timeline.

Timeline

The completed request and supporting documentation must be submitted to the Deputy Superintendent for Administrative Services between the [designated dates in May–June](#), for the upcoming school year. Exceptions to this timeline will be considered only in emergency situations when a student’s safety, mental, or physical health are immediately at risk based on the judgment of the District 15 Intra-District Transfer Committee (“Committee”).

Application

The District 15 Intra-District Transfer Request Form is available on the District’s website (<https://www.ccsd15.net/D15Intra-DistrictTransfer>) or at the Reception Desk at the District 15 Educational Service Center. The request form must be completed for each student or family for whom an intra-district transfer is being requested. The student(s) must be registered in District 15 in order to apply. Requests are limited to one application per student per year. The completed request and any supporting documentation must be submitted to the Deputy Superintendent for Administrative Services. Applications must be submitted annually.

Consideration

The completed intra-district transfer request and supporting documentation will be reviewed by the Committee. The Committee typically will not

DISTRICT 15 INTRA-DISTRICT TRANSFER REQUEST
2024-25 School Year

Intra-district transfer requests must be received via U.S. mail to the D15 Intra-District Transfer Committee, 580 N. 1st Bank Drive, Palatine, IL 60067, or dropped off in person to the receptionist at this address between **May–June 24, 2024**, for consideration for the 2024-25 school year.

Student Information (Student(s) must be registered in District 15 in order to apply)			
First Name	Last Name	Grade for 2024-25	I.D. #
1)			
2)			
3)			
4)			

Demographic Information

Address: _____ City: _____ Zip: _____

Parent/Guardian name: _____ Father Mother Guardian

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Intra-District Transfer Request

Requesting transfer from (home school): _____ Requesting transfer to (receiving school): _____

Reason for Transfer Request

Student:	1	2	3	4	Reason: (choose one reason for each student listed above)
1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#1: Sibling in Special Education. Student's sibling is in a self-contained special education program at another school (not home school assignment). #2: A compelling safety, mental, or physical health condition exists for the student at their home school. Current documentation from school administration, certified medical personnel, and/or mental health personnel must accompany transfer requests in this category. (Documents must be dated within a calendar year of this request.) #3: Student will be in the final year at the school (i.e., 5th or 8th grade). #4: Other (please attach a detailed explanation for the transfer request)

Parent/Guardian Terms of Agreement

I understand and accept the below terms associated with the intra-district transfer request that I have made on behalf of my child:

- Understand that, in the event that my request is approved, paid transportation by the District will not be available, and I am responsible for transporting my child to and from school.
- UNTIL notified by the D15 Intra-District Transfer Committee, this request is NOT approved and I must register my child in the home attendance area school.
- I will provide proof of residency in the assigned school.
- Due to enrollment changes that take place throughout the year and into the summer months, I will more than likely not be notified of the D15 Intra-District Transfer Committee's decision until a week or two before the start of the school year.
- My request will more than likely not be approved if doing so will exceed class-size targets established by either the state of Illinois and/or the District 15 Board of Education.
- My transfer request will not be approved in the event that it will require the district to hire additional staff.
- If this transfer request is approved, it is only valid for one (1) school year and that I will need to make a similar request each year thereafter.
- An approved transfer may be rescinded and future requests not approved by the D15 Intra-District Transfer Committee in the event that:
 - My child engages in misconduct that is disruptive to the educational environment.
 - My child demonstrates a pattern of unexcused tardiness or absences.
 - My child does not maintain good academic standing.
 - My conduct toward staff, administration, other parents, and students is not respectful, appropriate or is disruptive pursuant to Board of Education Policy 8:30 (Visitors to and Conduct on District Property).
 - I did not respond to or meaningfully participate in required meetings that staff and/or administration have invited me to attend on behalf of my child.
 - Other relevant reasons exist as determined by the D15 Intra-District Transfer Committee.

Parent/Guardian Signature: _____ Date: _____

Requests that do not have a parent signature in this area will be considered incomplete and will not be reviewed by the D15 Intra-District Transfer Committee.

For District Use Only

Final Decision: Approved Denied Date of decision by the D15 Intra-District Transfer Committee: _____

Reason(s) for Denial: _____

The D15 Intra-District Transfer Committee will provide a copy of the completed request form to each principal once finalized. D15IntraDistrictTransferRequest2024-25.d150

make decisions regarding requests until one week before the start of each school year because of enrollment changes that take place throughout the year and into the summer months. Families that request an intra-district transfer will be contacted with a written decision, via first-class mail or email (if an email address is provided), as to whether the request has been approved or denied. In some circumstances, the Committee may need to extend the decision timeline to properly consider a request. The Committee also may meet outside the established timelines to consider an application which is considered an emergency situation.

The Committee’s determination regarding any intra-district transfer request is final.

Regardless of the submission of an application for an intra-district transfer request, parents/guardians must register their children in their home school. Parents must not assume that their request will be granted. Instead, until parents receive approval of their request, they must assume their child will be attending their home school.

Intra-district transfer requests will be prioritized into the following groups and placed in the groups in the order in which the requests are received:

- **Group 1:** Sibling in Special Education. Student’s sibling is in a self-contained special education program at another school (not home school assignment).
- **Group 2:** A compelling safety, mental, or physical health condition exists for the student at their home school. Current documentation from school administration, certified medical personnel, and/or mental health personnel must accompany transfer requests in this category. (Documents must be dated within a calendar year of this request.)
- **Group 3:** Student will be in the final year at the school (i.e., 5th or 8th grade).

When making decisions regarding the transfer of students, the Committee will consider the following factors, including but not limited to:

- Timeliness of the request ([designated dates in May–June](#));
- Category of application (i.e., a student in Group 1 will receive consideration of transfer before a student in the other groups);
- State and Federal guidelines for class composition;
- District 15 Board of Education class size targets;
- Building capacity, staffing, current enrollment, and class size of both the sending and receiving schools;
- Input from sending and receiving school administrators;
- The student’s academic standing and discipline history;
- Other factors relevant to the intra-district transfer request as determined by the Committee.