

## Forest Hills Local School District Administrative Guidelines

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### **5113.01 - INTRA-DISTRICT TRANSFERS (K-12)**

All students enrolled in the Forest Hills School District are assigned to the school serving their area of residence as defined by the Board of Education. Students wishing to attend a different school must complete and submit an intra-district transfer application form with the following provisions:

A. Procedure

1. Transfer application forms are available, upon request, from the District Human Resources Department, 7946 Beechmont Avenue, Cincinnati, Ohio, 45255, and on the District's website under the "Forms" section in the "Resource Center" tab on [www.foresthills.edu](http://www.foresthills.edu).

2. The Human Resources Director, in conjunction with the Building Principals, will determine the projected enrollment of each building (high school) or grade level class size (elementary) for the following year in order to determine what buildings or grade levels may be open to intra-district transfer, based upon capacity limits as found in Board Policy 5113.01(B), by the following dates:

High School (grades 9 – 12)	January 1
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Elementary (grades Kindergarten – 6)	April 15
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3. The application period for an intra-district transfer is as follows:
  - a. High School (grades 9-12) – first school day (M – F) in January through the last school day (M – F) in January, inclusive, of the school year prior to the requested transfer.

Applications for this period must be sent (1) via U.S. mail, or (2) emailed to [transfers@foresthills.edu](mailto:transfers@foresthills.edu) or (3) faxed to (513) 231-0749 and will be date/time stamped upon receipt. Walk-ins will not be accepted on the first day of the application period.

- b. Elementary (grades 1 -6) first school day (M – F) of April through the last school day (M – F) of May, inclusive, of the school year prior to the requested transfer:

Applications for this period **must be sent (1) via U.S. mail, or (2) emailed to [transfers@foresthills.edu](mailto:transfers@foresthills.edu) or (3) faxed to (513) 231-0749** and will be date/time stamped upon receipt. Walk-ins will not be accepted on the first day of the application period.

- c. New students enrolling in Forest Hills Schools may apply for intra-district transfer upon completion of the enrollment process. The applications of new students will be considered as per the priorities established in Section (C) of these administrative guidelines.
  - d. Students who apply outside of the application period will be considered on an as-available basis, provided all students who applied within the application deadline period have been considered.
- 4. The Director of Human Resources will review and act upon the applications in the prioritized order, as established in Section (C) of these administrative guidelines. Notifications will be in writing by the Director to parents/guardians and building administrators.
  - 5. The notification dates for intra-district transfers are as follows:
    - a. High School (grades 9-12) notification will be by March 1st.
    - b. Elementary (grades 2-6) notification will be by June 15. Due to the uncertainty of enrollment numbers in Kindergarten and grade 1, notification will be as soon as possible after June 15, but no later than August 15.
    - c. For those who apply after the deadline, notification will occur on or about August 1 for high school and on or about August 15 for elementary.

**B. Program, Classroom and/or Building Capacity:**

The number of openings available for intra-district transfer will be determined by the capacity for a particular program, classroom/grade level and/or school building.

1. Intra-district transfer requests for assignment to another District building will be considered according to the following criteria.

Student enrollment to the requested school does not exceed the capacity of either the building, class size and/or educational program.

2. Capacity – based on Board Policy 5113.01

The Superintendent/Designee will take into account the effect of students with disabilities who are assigned to a particular class on a less than full day basis.

**Elementary Buildings – by Class Size Enrollment\***

Kindergarten	16
1 <sup>st</sup> – 4th Grade	20
5th – 6th Grade	22
Educational Programs	Capacity determined annually by the Superintendent

**High School Buildings – by Building Enrollment\***

Anderson High School	1280
Turpin High School	1180
Educational Programs	Capacity determined annually by the Superintendent

\*Enrollment capacity listed within this guideline is established for the purposes of intra-district transfer decisions only.

### C. **Priority**

Upon application within the designated timeline found in Section A of these guidelines, the following students will be "grandfathered", regardless of capacity. Any grandfathered student could be required to return to the building of their residence for any of the reasons listed in section E of these Guidelines.

1. Students who have been attending a building that is different than the one of their residence due to prior intra-district transfer approval, living on a "pick/swing" street or special programs placement.
2. Younger siblings of students described above who will be concurrently enrolled in the same building.

The following priorities will be considered for all intra-district transfer requests, based on availability due to capacity limits:

1. First priority will be given to any sibling(s) of student(s) who will be concurrently enrolled in the same building through intra-district transfer or other special programs placement.
2. The next priority will be given to those whose child care provider is in a different attendance area than they reside.
3. Third priority will be for the students of staff members who live in the district and want their child(ren) to attend school in the same building in which they work.
4. Any additional intra-district transfers will be considered in the order of the date/time the application is received, provided it is received within the application window.
5. Students with discipline, attendance (absence and/or tardy) concerns, invalid reasons or whose application contains false information may be rejected for intra-district transfer, regardless of the order in which their application is received.

6. With the exception of newly enrolled students, applications for transfers received after the deadline will only be considered if all requests received within the application window have been considered.

**D. Extra-Curricular/Sports**

1. Current high school students applying to attend a district high school, other than the one of their area of residence, may lose a partial year of athletic eligibility as per the Ohio High School Athletic Association. Parents are responsible to understand the impact of intra-district transfer on their athletic eligibility. Student athletes and their parents/guardians are highly encouraged to review rules at [www.ohsaa.org](http://www.ohsaa.org) for more information or meet with the athletic director of the high school to which they are requesting transfer to in order to understand their eligibility under Ohio High School Athletic Association's transfer bylaws.

Intra-district transfer requests made solely for the purpose of extra-curricular/sports will be denied.

2. The use of influence by any employee or other person directly connected with the school to secure or to retain a prospective student for participation in extra-curricular/sports is not permitted and may cause the student to be ineligible upon transfer.
3. A prospective student shall not be offered or accept any inducement, such as complimentary tickets, uniforms and/or supplies, other than that which is provided to all students.
4. Consequences for district staff members who are found to have promoted one school over another or otherwise violated these guidelines in an attempt to influence school attendance decisions of students or their parents/guardians shall include termination of supplemental contract or such other discipline as may be deemed appropriate.
5. Penalties for violation of these guidelines by a student may include forfeiture of games, denial of participation or such other penalties as may be deemed appropriate.

**E. Other information**

1. The District shall not discriminate against any student who has an Individualized Education Plan (IEP) or Section 504 plan. Students who

are assigned to schools other than the school of their attendance area due to specialized programming are not subject to the provisions of this policy. Siblings of such students who desire to attend a school other than the school of their attendance area, however, must make application for such assignment.

2. Applications may be rejected if the racial balance of the program, classroom or school would be negatively impacted.
3. Applications may be rejected if the student has been suspended or expelled for ten (10) or more days during the semester/trimester of application or the preceding semester/trimester.
4. Absent good cause, students entering their third year or beyond of high school with less than eight (8) credit hours are not eligible to transfer until at least eight (8) credit hours have been earned.
5. "Pick/Swing" streets, as designated on the Forest Hills Street Guide, have been eliminated, as per Board Policy 5113.01. Those who were approved (prior to the 2014/15 school year) to attend a specific school due to living on a "pick/swing" street will be allowed to continue their attendance at the school of their current enrollment until they leave that building, provided they continue to be residents of the Forest Hills School District.
6. The parents/guardians of a student applying for intra-district transfer agree that they will provide transportation for the student by his/her parents/guardians to the school of attendance.
7. The effective date of transfers approved during the school year will be at the beginning of the next trimester (elementary) or semester (high school), unless there are extenuating circumstances and the Superintendent/Designee approves the transfer for a different effective date.
8. Students who change residential area due to parent/guardian movement within the District will be allowed to remain at their home school for the remainder of the school year or attend their new residential school. If the student is remaining at their original school of residence, an intra-district transfer form will need to be completed and submitted to the Director of Human Resources. Parents/Guardians are required to verify their new change of residence at the Forest Hills Central Office building, at 7946 Beechmont Avenue, Cincinnati, OH (7:30 AM to 4:00 PM), as per district residency guidelines.
9. Intra-district transfers remain in effect until such time as the student leaves that building, unless enrollment exceeds capacity in the building/grade level or if the transfer is rescinded due to the reasons

listed below. Students being returned to their school of residence, due to enrollment capacity, will be returned in the last in/first out order.

10. Forest Hills provides intra-district transfers as required by law. However, the goal of high quality instruction and continuity resulting in achievement means that transfer decisions should be made with the best interests of the individual student in mind. There are situations in which a transfer is not beneficial to the educational goals and achievement of a particular student. To that end, students with chronic attendance problems at their current school(s), that are unrelated to disability or legitimate documented issues may not transfer until their attendance records show a minimum of an 85% attendance rate in their current school(s).
11. Intra-district transfers may be rescinded for reasons of excessive tardies or absences (student must maintain an 85% attendance rate or greater, as measured at the end of each grading period), ten (10) days or more suspension, expulsion, and/or the provision of false information on the intra-district transfer application. Rescissions will normally be completed at the end of each semester at the high schools and upon occurrence at the elementary schools. Since rescission of intra-district enrollment only involves school assignment and not the providing of or withholding of education, there is no due process procedure that applies. The Building Principal may confer with the parents and student prior to implementing the rescission.
12. Students who have transferred to a school other than their home school as designated by residence and wish to return to their home school either during the school year or at the end of the school year must notify the Director of Human Resources of the need for return to their home school in writing.
13. The final decision for all intra-district transfer requests rests with the District Superintendent.

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