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PROCEDURES-STUDENT SPECIAL TRANSFER/APPEALS

I. THE STUDENT SPECIAL TRANSFER

- A. STUDENT SPECIAL TRANSFERS must follow Desegregation/Integration guidelines to improve the racial balance of the Minneapolis Public Schools and may be requested for the following reasons:
1. Medical
 2. Psychological

Principal recommendation of approval is possible if racial balance between the two schools is improved, space is available, and if the request is to a school in the same subdivision.

- B. All Transfer Requests must be initiated with the Home School (School of Residence):
1. Parent/Guardian/Student makes full written requests, submitting appropriate documentation detailing the need for the transfer.
 2. Principal recommends approval or denial based upon expressed educational need, space available and desegregation guidelines (improvement of racial balance) and submits appropriate documentation to Equal Education Support Department.
 3. Sending principal obtains receiving principal's signature and recommendation.
 4. If recommended for approval, principal submits original copy of request along with the Administrative Information Document to Equal Education Support Department for final action. Parent and Receiving school are given copy of request.
 5. If racial balance between the two schools is not improved by the transfer, the principal must deny the request.
 6. If the transfer is denied for racial balance reasons, a due process procedure may be requested. Appropriate information must be furnished to the Equal Education Support Department. Parent signs Appeals Section. Original copy is to be sent to Equal Education Support Department for due process action, along with

- Administrative Information Document. Parent and Receiving School are given copy of request.
7. Principal must, in all cases, complete school information called for on the Administrative Information Document.
 8. Equal Education Support Department will notify Parent of the final disposition of the Transfer Request and, if approved, the transfer is effected.
 9. An approved transfer is permanent to the receiving school ONLY for the grade levels of that school or pairing of schools (K-3/4-6, K-2/3-6, K-8, K-12, 7-8, or 9-12). It must be renewed for the student to continue on transfer beyond the grade levels of the receiving building or paired school.
 10. Once a transfer has been granted, it may be reversed only in very unusual circumstances, and only after review by the Equal Education Support Department. Transfers are granted contingent upon the student's satisfactory progress, attendance and behavior. The principal may request revocation of the transfer from the Equal Education Support Department.

II. APPEALS PROCESS

A Transfer Request violating the Desegregation/Integration guidelines in the Minneapolis Public Schools is subject to an established due process procedure. The request will be reviewed first by the principal or his/her designee at the home school to determine the circumstances surrounding the request for transfer, and to recommend specific options available at the home school. If after this investigation and recommendation the options offered are not satisfactory, a Hearing by the Appeals Committee may be requested by the parent/guardian or student.

- A. The sending (home) school and receiving school must both be involved in the transfer request before the Appeals Committee will schedule a hearing.
- B. The Appeals Committee will hear only cases clearly in violation of Desegregation/Integration guidelines.
- C. A hearing will be conducted to which those making the transfer request will be invited. Evidence may be submitted in writing or by personal appearance.

All transfers must be recorded at the Student Information and Office Services Center. A copy of the transfer request must be filed with the Equal Education Support Department.