



Community Unit School District 303

Donald D. Schlomann, Ph.D. • Superintendent of Schools • (331) 228-2000

Elementary Schools – Transfers Within the District

IMPORTANT: Please read entire procedure prior to completing the Elementary School Intra-District Transfer Request Form

All requests for Intra-District Transfer must be submitted in writing (electronic forms are acceptable) to Dr. Kristin Raitzer, Area Assistant Superintendent by the last business day in July. *Individual requests must be received for each student.*

A student's parent(s)/guardian(s) may request the student be transferred to a District elementary school other than the one to which the student is assigned. The following is required:

Requesting a transfer:

- Student(s) must be registered at attendance area school prior to a Request for Transfer being considered.
- A **Transfer Request Form** is submitted to Dr. Kristin Raitzer, Area Assistant Superintendent, by the last business day in July. *Proof of residency must be submitted with each transfer request (see Registration at district.d303.org for a list of acceptable proofs of residency).*
- Individual requests must be submitted for each student. *Siblings are not guaranteed placement.*

Selection process:

- **Class size will be the factor for consideration of approval.**
- A lottery will be conducted to fill available spaces if there are more requests for a school grade level than can be accommodated. *Siblings will be given consideration prior to the conducting of a lottery.*
- ***Parents are strongly encouraged to list at least two Options for transfer. If Option 1 is not able to accommodate a transfer, Option 2, and if necessary Option 3, will be reviewed for placement. If space is not available at any listed option, the transfer request will be denied and student placed at their attendance area school.***
- The Superintendent or designee will make the decision on any request and communicate those findings. All decisions will be final.
- Decisions will be finalized and communicated prior to the *Home Access Center* opening with elementary class postings in August.
- Once approved, elementary school intra-district transfers remain in effect throughout subsequent years of elementary school attendance as long as the student resides in the District.
- **Transportation to/from school is the responsibility of parents/guardians.**

Student(s) requesting and granted a transfer may return (by request) to their attendance area elementary school **after the school year concludes**. Future requests for transfer from the attendance area school will be received and reviewed in accordance with the procedure.

Administrative placement because of overcrowding in the best interest of the School District may also be directed by the Superintendent or designee at any time.

*The above does not apply to Middle or High School attendance – students **will** return to their assigned attendance area middle and high schools regardless of the elementary school attended.*

Class Assignments

The Building Principal shall assign students to classes.

“Empowering and Inspiring ALL”



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Elementary School Intra-District Transfer/Choice Request Form

All requests for Elementary School Intra-District Transfer must be submitted in writing (electronic forms are acceptable) to the Superintendent or their designee by the last business day in July. Individual requests must be received for each student.

Date: _____

Child's Name: _____ Grade Level for coming school year: _____

Home Address: _____

Parent's First and Last Names: _____

Parent E-Mail: _____ Phone Number: _____

Reason for request for intra-district transfer:

Please list up to three (3) elementary school transfer options:

Option #1:	
Option #2:	
Option #3:	

Attendance Area School: _____

***Please attach proof of residency as outlined in your registration materials.**

In submitting this request for an intra-district transfer, I understand that

- *I assume responsibility for my child's transportation to and from school.*
- *My child's transfer remains in effect as long as we remain residents of the District.*
- *Upon completion of elementary school, my child attends the middle and high schools assigned to our home attendance area, regardless of the elementary school attended.*

Parent Signature: _____

Send completed requests to: Dr. Kristin Raitzer, Area Assistant Superintendent, CUSD 303, 201 S. 7th St., St. Charles, IL 60174 or by email: Kristin.Raitzer@d303.org.

OFFICE USE ONLY

Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Date: _____
Authorizing Signature: _____		
Notifications Complete:	Exiting School <input type="checkbox"/>	Receiving School <input type="checkbox"/> Parent <input type="checkbox"/>