

WAUSAU SCHOOL DISTRICT

STUDENTS

5120

ADMISSIONS/ATTENDANCE

K-12 Assignment of Students to Schools

Purpose. The Board of Education recognizes the need for a policy to support special school assignments for some students. The District is geographically divided into attendance areas. It is expected students will attend school within the attendance area where they reside. However, this policy is to enable educationally justified exceptions for individual students while maintaining organized, stable attendance practices within the District.

Policy and Exceptions. Attendance areas shall be determined by the Board of Education upon recommendation of the Superintendent of Schools or his/her designee. All students must attend school in their designated attendance area except as noted below:

1. Students who will be moving within the first nine weeks of a school year may be enrolled in the school for the attendance area into which they will move. If the nine- week timeline to move has not been met, an administrative extension may be granted based on the educational needs of the child.
2. Students who move within the District during the same school year may request permission to continue in their original school attendance area for the balance of that school year.
3. A request may be made for elementary level and secondary level for the following reasons:
 - A) Elementary level:
 - i. Per Individualized Education Plan (IEP) team decision - Care program or Medically Fragile program; or
 - ii. For other special considerations to be determined on a case-by-case basis by the Director of Pupil Services or his/her designee.
 - B) Secondary level:
 - i. Per IEP team decision - Care program or Medically Fragile program; or
 - ii. When a comparable academic program offering is not available at the current school of attendance; or
 - iii. For other special considerations to be determined on a case-by-case basis by the Director of Pupil Services or his/her designee.

4. Requests cannot be granted if space is not available. Space considerations maintain seats for students who may move into an attendance zone.

Conditions. The following conditions also apply:

- A) Transportation will be the obligation of the parent/guardian unless specified in the student's individualized education plan.
- B) The District reserves the right to rescind the In-District Transfer on the basis of attendance or behavior concerns.
- C) A part-time student will remain a member of his/her home school for purposes of extracurricular participation.
- D) Absent demonstration of unusual educational reasons, a secondary student may transfer between schools only at the end of each semester and prior to the beginning of the next semester. Examples of unusual educational reasons include, but are not limited to: participating in the AP and IB programs.
- E) Regarding athletics, students who transfer between high schools while in their ninth or tenth grades (attended one day of school or one practice) will be restricted to non-varsity competition for a period of one year from date of transfer. Students who transfer while in their eleventh and twelfth grades will be governed by WIAA transfer eligibility rules.

Transfer Request Process: All transfer requests must be submitted on the Wausau School District **In-District Transfer Form**, which can be obtained from the Principal or his/her designee and filed with the Superintendent of Schools or his/her designee. Forms are also available at the Longfellow Administration Center. Required signatories include:

- A) Elementary level: The In-District Transfer form requires signatures from parent/guardian, principal or his/her designee from the home school and principal or his/her designee from the requested school.
- B) Secondary level: The In-District Transfer Form requires signatures from parent/guardian, principal or his/her designee from the home school and principal or his/her designee from the requested school, and the counseling department chairperson from the home school and the counseling department chairperson from the requested school.

Adopted: March 8, 1982 / December 9, 1985

Revised and Adopted: November 10, 1986

Revised and Adopted: November 14, 1988

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Revised and Adopted: April 14, 1997

Revised and Adopted : February 12, 2007

Revised and Adopted: May 11, 2009

Revised and Adopted: January 9, 2017

Revised and Adopted: December 10, 2018