



Book	POLICY MANUAL
Section	400 STUDENTS
Title	School Attendance Area
Code	432
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The School Board has, with the advice and counsel of the administration, determined the attendance areas for each 4K and Kindergarten through 4<sup>th</sup> grade school. Except as noted and provided below, attendance will be according to these boundaries.

Students are to enroll in the school located in the specific attendance area as designated on the official boundary map or the 4K regional boundary map located in the district office. The decision regarding the school that a student is to attend is based on their place of residence. Transportation must be provided by the parent/guardian if the student is approved to attend a school other than that to which he/she was originally assigned.

#### High Schools

All 9th-12th grade students will attend East High School or West High School based on the birthdate of the oldest child in the family who is attending or has attended, East or West High School. Odd numbered birth dates will be assigned to West High School; even numbered birth dates will be assigned to East High School. January 31, March 31, and May 31 will be considered even birth dates and assigned to East High School. All 8th grade students will be provided an opportunity to select a high school for attendance. These requests, if approved, will be based upon space available.

#### Parent/Guardian Initiated Requests for an Intra-District Transfer

Parents/guardians of students in the West Bend Joint School District #1 may request their child attend a school different than the attendance area school identified through district-defined boundaries or procedures. Such a transfer is referred to as an intra-district transfer. Requests for an intra-district transfer must be requested by the first Friday in March for attendance the following school year. Requests received after the first Friday in March will be added to a waiting list and acted upon prior to the start of the requested school year. The Superintendent or designee will give final approval of the transfer requests following collaboration with building principals.

Parents may request that their student(s) attend a District school outside of their designated attendance area. In the event of such requests, the following conditions apply:

1. A request for student transfer form shall be completed by the parent/eligible student using the appropriate District form.

2. Requests for student transfers for the next school year must be made by the first Friday in March for the following school year. Approval will be granted on a first come, first serve basis. Careful scrutiny will be given to transfers so as to not cause class overloads or additional staffing. Additionally, the student's attendance may be used in making transfer decisions. No transfer may be approved until all outstanding fees are paid. Exceptions may be made after the March deadline.
3. Student transfers unable to be approved due to space availability will be placed on a waiting list at the school they are requesting. These student transfers will be accepted on a case-by-case basis, in order of the time and date on the transfer request as seats become available. In making their decision, the principal must consider impact on enrollment in other programs (special education, ELL, etc.) if the student has such needs
4. Approved transfer requests for a specific school do not need to be resubmitted annually. Approved transfer requests may be reversed for administrative reasons. Reasons for revocation of approved transfer request may include, but are not limited to, significant or habitual truancy.
5. The Superintendent shall reserve the right to set enrollment capacities or take any other action to ensure proper staffing and safe and efficient facility utilization. It shall also reserve the right to take measures as may be necessary to maintain a reasonable numerical enrollment balance among the schools.
6. No student shall be allowed to make more than one in-district transfer per school year. The Superintendent may make exceptions to this one transfer limit on a case-by-case basis if required by law, District policy, or where other extraordinary circumstances exist.
7. In effort to keep families together, applicants with siblings already in attendance at the school of choice will be given priority.
8. Students experiencing individual problems or having special needs such as physical disabilities, special education needs, other physical or emotional problems, or homeless students may be appropriately placed by the Director of Student Services.
9. District employees are prohibited from recruiting any student(s) to any school.