

TRANSFER AND NON-RESIDENT STUDENTS**1. Student Attendance Area**

A student will attend a school within the Board of Education's designated school attendance zone.

2. Student Transfer Requests

A student may be transferred from one school to the other at the request of the parent if all of the following conditions are met:

1. qualified school personnel agree that best educational interests of the student will be met at the other school,
2. seats are available at the receiving school, and
3. the parent provides the transportation to the other school.

Qualified school personnel is defined as a committee of the Assistant Superintendent of Schools, the principal of the school the student currently attends, the principal of the receiving school, and other school personnel who can contribute to the decision.

If the class size exceeds acceptable enrollment, the transferred student will be returned to his/her designated school, or to a school with an appropriate program and available seating.

3. Change of Address within the Town of Manchester

Parents who move within the Town of Manchester after October 1 may request permission through the Superintendent for their child to complete the school year as an "Out of School Attendance" student. Permission will be contingent on seats available, parental transportation, and no known situation that would be detrimental to the student or to the school district. Such approval will apply only for the remainder of the school year.

4. A high school student who moves out of town after the beginning of his/her senior year may, upon request, be permitted to finish that year without tuition charge provided he/she maintains a good scholastic and behavioral record.

A high school students who moves out of town after the beginning of the fourth marking period begins, may, upon request, be permitted to finish that year without tuition charge provided he/she maintains a good scholastic and behavioral record.

An elementary or middle school students who moves out of town after May 1 may, upon request, be permitted to finish that year without tuition charge provided he/she maintains a good scholastic and behavioral record.

ADOPTED: September 10 1973
REVISED: May 27, 1997
REVISED: November 13, 2013