

Procedures for Placement and Transfer of Resident/In-District Students

Portage Public Schools and the district Board of Education have developed guidelines with the expectation that students are to enroll in school based on the location of their permanent residence (i.e. where the child regularly resides and spends the night under the supervision of a parent or legal guardian). The Board of Education approves attendance boundaries after considering recommendations made by the District's administration. The District strives to provide a consistent set of high quality programs and services at each school site so that every student's academic needs can be appropriately addressed, under normal circumstances, at any school within the District's boundaries.

1. Attendance at an assigned school will be considered automatic unless the legal parent or guardian requests, in writing, that the District consider one (or more) special circumstance(s) that likely would impact the student's educational experience. The decision to allow a transfer to another District school site will be the responsibility of the current school principal. That decision will be based on a discussion with the requested school principal and a review of information provided by the parent or legal guardian and any other pertinent information that may be reasonably and legally obtained by the principal concerning the student's needs.
2. A request for another building can be made by families experiencing unusual circumstances or cases of extreme hardship and if approved will remain in effect unless it becomes necessary to reduce numbers in a building to accommodate neighborhood enrollment.
3. Approved moves may be rescinded if attendance or behavior issues are apparent, and it is determined by school personnel that returning to the home school would best serve the needs of the child.
4. Special Education programs and services for students with disabilities are regulated by legislation. Administrative rules determine maximum class size in these programs.

The 2017/18 In-District Transfer Applications can be found on the district website at https://portageps.org/enroll_now/transfer_program. Applications must be submitted by **March 31, 2017** for consideration. Parents will be notified as to the status of their request no later than May.

Transportation: Transportation will be the families' responsibility.

Notes for current transfer students:

If you have a current **in-district transfer** student(s) that has previously been approved per district guidelines you do not need to reapply to continue to attend the same school.

If you have a current **non-resident transfer** student(s) you will need to contact your resident district to request a release for the 2017-18 schoolyear and submit a new application. This needs to be done by March 31 each year.

If you have a current **non-resident 105c transfer** student or a **PA227 transfer** student your placement is considered permanent and you do not need to reapply to continue attending Portage Public School district.

Questions may be directed the building principal or to the Instructional Services Office (323-5140).