The following procedures are established for the movement of students from one school attendance center to another school to maintain the policy on class size. They are to be followed in the order listed:

**Step 1:** In alleviating a problem where the number of students in a class exceeds the target/maximum size, the District will deny parent-initiated requests to attend those classes.

**Step 2:** Principals will request voluntary transfers from the parents of students in the grade level where the maximum size is exceeded. The students involved in the transfer will be called mandatory transfers. (for use in later steps of this procedure.)

**Step 3:** Students with no siblings in the school from which the request originates will be the first to be considered for mandatory transfer. If there are more than the required numbers of students in the affected grade level in order to gain the number of transfers needed to stay at or below the maximum class size number, a random selection process will determine which students will be transferred from all of the eligible students. The Superintendent or designee will coordinate the random selection process. An announcement specifying the date, time, and location of the random selection process will be made in advance. Those interested in attending are encouraged to do so. The names of those students under consideration for transfer in this step shall be randomly drawn with the order in which they were drawn be accurately recorded and saved. The parent/guardian of those students directly involved in this process will be notified if possible.
**Step 4:** In cases where Steps 1, 2, and 3 are unsuccessful, all remaining students will be considered for mandatory transfer using the same random selection process indicated in Step 3. The siblings of the affected students would also be allowed to move to keep from splitting families but only if class size(s) at the particular grade(s) level(s) permitted.

Siblings of special education program students (ESL, Special Education, etc.) will be given priority over parent-initiated transfer requests. Students who have been moved as a result of these procedures (called Mandatory Transfers) may continue to attend the Building to which they were transferred as long as the Class Size Policy is in effect. Any prior commitments made are negated when changes in residence from one attendance area to another occur.

If, for the next year, the parent/guardian of a student who received a mandatory transfer requests a return to the home attendance school and the class size is below the maximum, the request will be granted and will take priority over parent-initiated requests. If more requests to return are received than there are openings, the same transfer random selection process will be used in determining who is permitted to return. If the parent request to return the student to the home attendance school is granted, the student is always subject to mandatory transfer if a need occurs.

Transportation, at District expense, will be offered to students who are moved and identified as mandatory transfers. Transfers made as a decision of the District are considered mandatory transfers for the purpose of transportation.

This procedure is subject to revision based on recommendations to be received from the Elementary Principals prior to a second reading.