

CHARLOTTE-MECKLENBURG SCHOOLS

REGULATION Reassignments and Transfers	CMS/NEPN Code: JFAC-R
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I. Changes of School Placement Covered by this Regulation

As set forth in Policy JCA, a student whose legal residence changes from one home school area to another within the school district during the same school year may choose to finish out that school year in the same school or attend the home school that serves the area to which the student has moved.¹ For guidelines for eligibility for CMS transportation in this circumstance, see Regulation JCA-R.

A student in the above situation who wishes to change school placement does not need to apply for a transfer using the rules set forth in this regulation. A parent² should contact his or her child's school or the Student Placement office for information regarding such changes in school placement.

Other circumstances in which a student may change school placement without requesting a reassignment or transfer are set forth in Regulation JCA-R, Student Assignment Plan.

For all other requests to change school placement for a school year for which an assignment was made, the following rules shall apply.

II. Requests for Reassignment or Transfer of Students

A. Requests for Reassignment

1. The district will send parents a notification of their child's school placement for the following school year after the student has been assigned to a school.

¹ Magnet students have the option of attending the comparable magnet that serves the student's new residence, if the comparable magnet program has seats available in the appropriate grade. See Regulation JCA-R for more detail on this rule.

² "Parent," as used in this regulation, has the same meaning as in Regulation JCA-R, Section I, which defines "parent" as, unless otherwise stated, one or both parents, legal guardian, or legal custodian of the student, or person acting *in loco parentis* to the student.

Date of Adoption: 8/10/70

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Revised: 9/10/71, 5/2/73, 8/31/87, 3/29/02, 1/29/03, 2/23/06

Legal Reference: N.C.G.S. §§115C – 45 (c), -366(b), - 368 – 369; 20 U.S.C. §6301 et seq., 42 U.S.C. §11431 et seq.

Previous CMS Regulation #: 5117.2

Cross Reference: IHBJ, JCA, JCA-R, JFAC

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- a. For assignments made through the Student Assignment Lottery (hereinafter, the "Lottery"), the district shall make every reasonable effort to send the notification letters to parents prior to the end of March preceding the school year for which the Lottery assignments were made.
 - b. For assignments made for students who enroll after the Lottery application deadline, the district shall make every reasonable effort to send the notification letters to parents prior to the beginning of the school year for which the Lottery assignment was made.
 - c. The notification should include, at a minimum, the following information:
 - i. The school assignment for the following year;
 - ii. The procedure for parents to follow to request a reassignment;
 - iii. The deadline for making reassignment requests; and
 - iv. The current list of schools closed to reassignment requests.
2. In accordance with Policy JFAC, each year the administration shall establish a date that is the deadline for a parent to request that his or her child be reassigned to a different school. The date should be publicized throughout the district and included in the notification letter sent to parents.
 3. In accordance with policy JFAC, Section I, D, the administration may close certain schools to reassignment. For these schools, reassignment requests will be accepted only from students who live in the home school area. Beginning with assignments for the 2006-2007 school year, schools may be closed to reassignment requests but open for transfer requests.
 4. Requests for reassignment to schools that have been closed to reassignment will be processed according to the rules for transfer requests, set forth below in Section B.
 5. Requests for reassignment must be made by completing the appropriate "Request for Reassignment" form, available at any school, at the Student Placement office, or on the CMS website. Parents must return the form to the Student Placement office or to their child's current school (if child is

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currently enrolled in CMS).

6. Request for Reassignment forms must be received within the Student Placement office or the student's current school within the specified time in order to be processed under the rules applicable to requests for reassignments.
7. Unless there are unusual or extraordinary reasons for the form being turned in after the deadline, a Request for Reassignment form that is received after the specified time period will be considered as a transfer request and processed under the rules set forth below in Section B.
8. The administration will consider timely-received requests for reassignment that meet the criteria set forth in Policy JFAC:
 - a. Medical necessity of the child;
 - b. Extreme hardship; or
 - c. Student is the child of an employee of Charlotte Mecklenburg Schools.

In making a decision on a reassignment request, the administration will consider the availability of seats at the school to which the reassignment is requested.

9. The Student Placement office shall notify the parent and, for reassignment requests that are approved, the sending and receiving schools, of the disposition of the request for reassignment as soon as possible.
10. If the administration denies the request, a parent may appeal the decision to the Board of Education. Appeals must be made within five days of receipt of the notice of denial. Information about the process for filing an appeal shall be included with the disposition letter.
11. Appeals shall be heard in accordance with the rules set forth in Policy JFAC.

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B. Requests for Transfer of Students

1. In accordance with policy JFAC, Section I, D, the administration may close certain schools to transfer. For these schools, applications will be accepted only from students who live in the home school area. Beginning with assignments for the 2006-2007 school year, schools may be open for transfer requests but closed to reassignment requests.
2. Requests for transfer of a student must be made by filling out the "Request for Transfer" form, available at any school, at the Student Placement office, or on the CMS website. Parents must return the form to the Student Placement office or to their child's current school (if child is currently enrolled in CMS).
3. Subject to the exception set forth above in paragraph A. 7, a request for reassignment of a student to a different school that is received after the period specified in the notification letter shall be considered a request for transfer and processed under the rules set forth in this section.
4. The administration will process the requests and shall consider those that meet the following criteria:
 - a. Medical necessity of the child;
 - b. Extreme hardship; or
 - c. Student is the child of an employee of Charlotte Mecklenburg Schools.

In making a decision on a transfer request, the administration will consider the availability of seats at the school to which the transfer is requested.

5. The Student Placement office shall notify the parent and, for transfer requests that are approved, the sending and receiving schools, of the disposition of the request for transfer as soon as possible.
6. If the administration denies the transfer request, a parent may request that the Superintendent review the decision. Such requests must be made within five working days of the receipt of the notice of denial. The

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Superintendent or his designee shall review the decision and, as soon as possible, notify the parent of the result of his or her review.

7. A parent does not have an automatic right to have the Superintendent's decision reviewed by the Board of Education. In order to request such review, a parent must petition the Board of Education to hear an appeal of the Superintendent's decision. Such requests must be made within five working days of receipt of the notice of denial by the Superintendent. The Board of Education will review the requests for appeal and hear only those appeals that meet the requirements set forth in Policy JFAC, Section II, G. This information should be included with the disposition letter.

III. Conditions for Reassignment or Transfer

- A. A reassignment or transfer request that is based upon false or misleading information will be rescinded and the student will be assigned to his or her home school.
- B. A student who receives a reassignment or transfer must fulfill any conditions upon which the request was based.
- C. A student who is reassigned pursuant to a request for reassignment or request for transfer must follow the rules and expectation of the staff at the new school placement. Failure to do so may result in the revocation of the reassignment or transfer and placement of the student in his or her home school.
- D. Any approval of a reassignment or transfer request that determines a student's school placement for a subsequent school year is contingent upon the student being promoted from the student's current grade. Should a student be retained after his or her reassignment or transfer request is approved, the student's school placement should be made pursuant to the rules set forth in Regulation JCA-R.

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- E. Only the following students who receive a reassignment or transfer pursuant to this regulation or Policy JFAC are eligible for transportation to the school to which they have been reassigned or transferred:
1. A student who receives a reassignment or transfer to his or her home school;³ or
 2. A student who receives a reassignment to a magnet school for which he/she lives in the magnet feeder area.
 3. A student who is transferred according to the process set forth in Section III of Policy JFAC.⁴
- F. Additional conditions for reassignment or transfer are found in Policy JFAC, Reassignments and Transfers, and in Regulation JFACA-R, Interscholastic Athletic Participation Schools.

IV. Superintendent's Authority to Reassign or Transfer Students

Notwithstanding the above provisions, the Superintendent may reassign or transfer a student to a school in order to serve the best interests of the student or the district.

³ Students reassigned or transferred to schools at which they have older siblings already receiving bus transportation may be eligible for transportation until the older sibling exits the school.

⁴ Policy JFAC, Section III, establishes the transfer process for students in schools that have been identified as persistently dangerous or for school improvement or corrective action, and for students who have been the victims of serious violent crime on a school campus.

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