



WEST CLERMONT LOCAL SCHOOL DISTRICT

4350 Aicholtz Road, Suite 220
Cincinnati, OH 45245
(513) 943-5000
www.westcler.org

Natasha L. Adams – Superintendent
Kelly Sininger - Treasurer

District's Response to Community Engagement Feedback DRAFT Proposal 11/28/18

Building to building transfers should not be requested as a way to “undo” the attendance boundary changes. Families requesting a building to building transfer must provide a detailed reason for the request.

Building to Building Transfer Guidelines:

- Classroom teacher-to-student ratios will guide our decision-making process when it comes to building to building transfers. The following numbers will be used when considering space available for transfer requests:
 - K-3: 22 students
 - 4-5: 25 students
- Building to building transfer requests will be considered on a case by case basis.
- Building to building transfer requests will be timestamped and reviewed in the order in which they are received.
- Approval will be based on available space.
- When classrooms reach the numbers outlined above, building to building transfers will be denied.
- Students that reside in the West Clermont School District shall have priority to all programs, buildings, and grade levels over open enrollment applicants.
- All approved building to building transfers are good for **one school year only**.
- Parents/Students must re-apply for a building to building transfer each school year.
- Transportation will not be provided for building to building transfer students attending a district school outside of their home school attendance boundary. However, students approved for a building to building transfer may complete an [Alternative Transportation Form](#) requesting transportation from an approved bus stop within the elementary attendance area for which the request was approved.
- Students who have been accepted for a building to building transfer but do not complete the entire school year in the West Clermont School District will not be permitted to apply for a building to building transfer for the following school year.
- No student shall be accepted for a building to building transfer if he/she has been suspended or expelled from school for at least ten (10) consecutive days in the current semester or the immediately preceding semester.



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Building to Building Transfer Timeline:

- **January 15th** - Building to building transfer application made available.
- **March 1st** - Building to building transfer application deadline.
- **May 1st** - All Building to building transfer decisions will be finalized. Decision letters will be mailed after May 1st.

Definition of Terms

Building to Building Transfer is defined as a student who resides within a certain attendance boundary ***inside*** of the district and wishes to attend another school outside of the attendance boundary of their home school.

Open Enrollment students are defined by Board policy as students admitted to the district from adjacent districts or any other district in Ohio.