

LEXINGTON PUBLIC SCHOOLS
Lexington, Massachusetts

Administrative Procedure for Requesting Transfers Between K-5 Schools

A parent or legal guardian of an elementary child may request a transfer from a class in his/her school district to an out-of-district school.

1. The application for out-of-district placement **MUST** be submitted to the Superintendent of schools **NO LATER** than May 15. Application forms are available at your elementary school and on our website at: <http://www.lexingtonschools.org>

(b.) New, first-time requests for out-of-district placement

Applications from parents whose children currently attend a neighborhood school will then be considered only if there are still available spaces after the first lottery. Please note that students being redistricted for the 2007/08 school year fall into this category.

...e a decision is made:
...istrict school —
...Committee's recommended

...m Class Size
...ransfers

Administrative Procedure for Requesting Transfers Between K-5 Schools (continued)

4. All decisions will be made on a random basis, unless there is a substantial overriding social or educational consideration, which shall be determined by both the sending and receiving principals.
5. The Superintendent will notify parents/legal guardians of the final decision, in writing, by August 1.
6. Once an out-of-district placement has been approved for a given year, the parent or guardian must make an annual application in order to keep his/her child in the out-of district school. Each year, the transfer request will be d