



Title: Administrative Transfer of Students

Code: JECC

Section: Section J: Students

The administrative transfer process is for moving a resident student from one District school to another during the current school year for educational programming needs or safety reasons only. Administrative transfers are not intended to accommodate those students who failed to request a change in assigned schools during the choice application window, or whose choice request was denied. Administrative transfer requests to schools, programs, grade levels, or classes that are closed or at capacity will not be considered. The parent/guardian desiring a transfer for their student shall complete and return the administrative transfer application, found in administrative procedure JECC E.

The principals of both schools involved must approve the administrative transfer request. If both principals approve the administrative transfer request, the parent will return the form signed by both principals to Central Registry. If the principals involved agree that the transfer is not necessary, the process ends.

The principal of the school in which the student is currently enrolled shall notify the applicant of the final decision. If an administrative transfer is approved, the new school becomes the assigned school for that student.

Students granted an administrative transfer to attend an assigned school that is not their neighborhood school shall be designated as a **choice enrollment student upon completion of the transfer**. Choice program policies and process will immediately apply to the student (see administrative policy JFAA).

Administrative transfers may be initiated by the superintendent or designee. Administrative transfers will be limited during the October Count window to transfers for safety reasons.

Except as provided elsewhere by law and Academy District 20 policy, transportation for students granted permission to attend schools outside their attendance area is not provided and must be furnished by parents. Seating of non-resident choice and open enrollment students on District buses may be considered by the transportation department if space is available and is without disruption of regular routes and loading areas. Fees may apply. (C.R.S. 22-32-113)

Adopted/Approved: March 1, 2001

Revised: June 5, 2003

November 30, 2020

July 1, 2023

April 13, 2026

Reviewed: May 19, 2008

Legal Refs:

C.R.S. 22-36-101(2) (choice of programs and schools within school districts)

Cross Refs:

JFB, Assignment of Students

EEA, Student Transportation
