

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://lps.lexingtonma.org/forms/formindex.html>
2. Applications will be sorted into two lottery pools:
 - (a.) **Requests to continue an out-of-district placement:** Applications from parents whose children currently attend an out-of-district school will be considered first.
 - (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.
3. The following conditions will be evaluated and considered before a decision is made:
 - (a.) **For parents whose children currently attend an out-of-district school —**
 The out-of-district class size **MUST** not exceed the School Committee’s recommended class size guidelines.

School Committee’s Recommended Class Size Guidelines		Maximum Class Size for Transfers
Kindergarten	18 students	18
Grades 1 & 2	22 students	22
Grades 3, 4, & 5	24 students	24

If the transfer request creates an imbalance in the teacher/pupil ratio in excess of 3 students per class between the 2 schools, the request will be denied, except in such cases when the transfer of a student reduces the range of class sizes.

- (b.) **For parents whose children currently attend a neighborhood school —**
 The out-of-district class size **MUST** have at least 2 fewer students than the recommended class size guidelines.

School Committee’s Recommended Class Size Guidelines		Maximum Class Size for Transfers
Kindergarten	18 students	16
Grades 1 & 2	22 students	20
Grades 3, 4, & 5	24 students	22

If the transfer request creates an imbalance in the teacher/pupil ratio in excess of 3 students per class between the 2 schools, the request will be denied, except in such cases when the transfer of a student reduces the range of class sizes.

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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 decided based on the above mentioned criteria.
7. Once the out-of-district placement has been approved, the parent or legal guardian accepts responsibility for providing transportation to and from school. If space is available on an existing route, a transfer student may be allowed to ride the bus; however, no special bus routing will be established and the parents must pay for the bus seat.

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