

Students

Teachers Requesting to Transfer Their Elementary Children

Teachers will be allowed to submit this request to administration to have their children attend the elementary school where they are teaching when their residency in the district would not normally place the student in the teacher’s building. Such a request will be considered under the following conditions:

1. The teacher is a legitimate resident of Morton School District.
2. There is adequate and equitable space for all children at both affected schools.
  - a. The transfer does not create a significant discrepancy between the local school and the receiving school relative to class sizes, limits, and teacher workloads. (For more than one child requesting transfer, this determination must be made for each child’s grade level.)
  - b. The transfer does not knowingly outplace another student away from his/her local school of attendance.
3. The district will not provide special transportation to or from the receiving school.
4. The teacher/parent will ensure that childcare responsibilities do not inhibit professional teaching responsibilities during the teacher work day. (7:50 a.m.- 3:40 p.m. and during required meetings that extend outside of those times)
5. The principal must approve the request based on what is best for the children, the teachers, and the school environment. No approval will be made prior to the August registration date in order to determine true class size discrepancies and possible local student outplacements (#2 above).
6. Appeals of the principal’s decision can be made to the Superintendent.
7. If approved, the transfer is considered permanent and applies to all subsequent children in the family from grades K-6<sup>th</sup>, regardless of the future impact it may have on others.

I understand and agree to the above criteria and petition to transfer my child(ren) from the local elementary school to the school in which I currently teach.

\_\_\_\_\_  
Teacher’s Signature

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
Principal’s Signature

\_\_\_\_\_  
Date

(This procedure is a result of negotiations between the Board and MEA.)

ADOPTED: 2-16-2012 REVIEWED: 9-11-13