

## **INTRADISTRICT TRANSFER PROCEDURE FOR 2020-21**

Children who have completed one or more years under an intradistrict transfer will remain in their current building and will **not** need to reapply annually, providing the established criteria is met. **Only those who are requesting an intradistrict transfer for the first time** should apply or if your child was in an “overflow” situation due to class size for the 2019-20 school year and wants to remain at the “overflow” building for 2020-21. The completed applications should be sent to the office of the Assistant Superintendent at 3505 W. Lincolnshire, Toledo, Ohio 43606. Transfer decisions are based upon building and grade level capacities and other established criteria. Preference for enrollment in any particular school is given to students living in the school’s established attendance boundaries.

**The transportation for approved intradistrict transfer students will continue to be the responsibility of the parent or guardian.**

If your child has special needs or is on an IEP, please contact the Student Services Department at 419.473.8236. Transfer decisions for special education purposes continue to be based on state regulations and Individual Educational Plans.

Washington Local’s intradistrict enrollment policy is in compliance with the state law which requires school districts to establish limited transfer opportunities within the school system. Decisions on intradistrict transfers will be made in mid-August. You will be notified by mail prior to the start of the school year as to whether your intradistrict application has been approved or not.

For additional information or an application, contact the Assistant Superintendent’s office at 419.473.8222 or visit <http://www.wls4kids.org/District/Department/15-Registration/1646-Internal-Transfers.html>.