

INDEPENDENT SCHOOL DISTRICT 196
Rosemount-Apple Valley-Eagan Public Schools
Educating our students to reach their full potential

Series Number 502.4.5AR Adopted May 1985 Revised April 2009

Title **Student Transfers: Intent to Establish Residency**

1. **Authorization** – The superintendent designates the authority to approve or deny transfers to the directors of elementary education (for students in grades k-5), secondary education (for students in grades 6-12) and special education (for students in center-based special education programs).
2. **Criteria** – Transfers may take place under the following conditions:
 - 2.1 If a District 196 resident student's parent or guardian or an adult student intends to establish residency in a different District 196 school attendance area than their current school within the school year; or
 - 2.2 If a nonresident student's parent or guardian, or an adult student intends to establish residency in District 196 within the school year, and
 - 2.3 If the application process described below is completed.
3. **Application Process**
 - 3.1 Current District 196 Resident – The student's parent(s) or guardian(s), or the adult student shall submit to the student information supervisor Procedure 502.4P, Intradistrict Student Transfer Application and a copy of a purchase agreement, lease agreement or other legal document that shows intent to establish residency in a different school attendance area within District 196.
 - 3.2 Current Nonresident – The student's parent(s) or guardian(s), or the adult student shall submit to the student information supervisor Procedure 502.4.1P, Application to Participate in the State Enrollment Options Program and a copy of a purchase agreement, lease agreement or other legal document that shows intent to establish residency in District 196.
4. **Duration and Timing**
 - 4.1 Approved transfers for intent to establish residency may take place at any time during the school year.
 - 4.2 Transfers for intent to establish residency expire at the end of the current school year.
5. **Change of Address Confirmation** – District Procedure 502.4.5.5P, Change of Address Confirmation, shall be sent to a student's parent(s) or guardian(s), or the adult student by the District 196 student information supervisor when there is a question about a student's change of address.