



BRIDGEPORT BOARD OF EDUCATION

CONTROLLED TRANSFER POLICY

It is the policy of the Bridgeport Board of Education that students shall attend schools based upon geographic district lines. Exceptions to this policy are permitted under the **Controlled Transfer Policy**, which permits transfers to other schools within Bridgeport. **TRANSPORTATION WILL NOT BE PROVIDED FOR CONTROLLED TRANSFERS.**

A. The procedure for applying for a Controlled Transfer is as follows:

1. Applicants may pick up an application as well as a policy statement at the Office of Student Choice, located at City Hall and at www.bridgeportedu.com click Parent tab followed by school choice
2. The application must be filled out and returned to: Office of Student Choice, Room 302, City Hall, 45 Lyon Terrace, Bridgeport, CT 06604.
3. The application will be reviewed and a decision will be made in writing to the applicant.
4. A copy of the application and the approval or denial letter will be kept on file in the Office of Student Choice

B. A Controlled Transfer will be granted upon the approval of district administrative personnel under the following conditions:

1. To accommodate medical disabilities as documented by a doctor
2. To allow a student in a terminal grade to complete the school year in that school, with principal's approval (grade 6 for k-6 schools, grade 8 for k-8 schools and grade 12 for high schools).

A Controlled Transfer may be granted into classrooms where the current enrollment in grades K and one (1) is less than 23, in grades 2 through 8 with enrollments less than 28 students and in grades 9-12 based upon capacity. Students will not be placed in a class, which has reached class size limits. On the day the Controlled Transfer is being granted the receiving school will be contacted for updated enrollment figures.

C. Procedure for revoking a Controlled Transfer:

- Controlled Transfer applicants will be informed, in writing, that the Controlled Transfer will be revoked for the following reasons:
 - A Lack of space at the Controlled Transfer assigned school
 - will take effect immediately even pending an outcome of an appeal
 - Violation of the Code of Conduct Attendance Policy or a Type three Code of Conduct Disciplinary offense
- The letter informing the parent of the controlled transfer revocation will reference the Code of Conduct
- After the completion marking period 2, any controlled transfer that is revoked will not take effect until the beginning of the next school year
- If the student does not meet the terms of the Controlled Transfer for discipline, attendance and/or tardiness the following procedure is implemented:
 - The principal will contact the parent/guardian in writing to warn that the student could have his/her Controlled Transfer revoked according to the provisions outlined in the letter granting the Controlled Transfer. A copy of the letter will be sent to the Office of Student Choice – letter #1.
 - If the student continues to violate the Controlled Transfer Policy, a second letter will be sent to the parent/guardian. A copy of the letter will be sent to the Office of Student Choice – letter # 2.
 - Upon the third violation of the Controlled Transfer Policy. The Office of Student Choice will confer with the appropriate assistant superintendent and make a determination as to whether the Controlled Transfer should be revoked.
 - Should the request for revocation be approved, the Office of Student Choice will notify the principal of the Controlled Transfer assigned school and the new district school of the decision to revoke the Controlled Transfer and to assign the student to the new district school. A third and final letter will be sent to the parent/guardian from the Office of Student Choice revoking the controlled transfer.

- Until the student has reported to the district school, the principal from the Controlled Transfer assigned school assists in the transfer to the new district school. This may entail phone calls, home visits or referrals to the appropriate agencies.

D. Appeal Process in the event of a Denial.

If the applicant disagrees with the decision, they will have 15 business days from receipt of the decision to appeal. The Controlled Transfer will remain in effect during the appeal process.

E. Procedure for appeals is as follows:

- a. Applicant must, in writing, request the Office of Student Choice to have an Assistant Superintendent of Schools review the appeal.
- b. The Assistant Superintendent will review each appeal application and render a decision in writing to the applicant within ten (10) business days.
- c. If the applicant is still not satisfied with the Assistant Superintendent's decision, the applicant can request, in writing, that the Superintendent of Schools review the decision.
- d. The Superintendent will review each appeal application submitted to them from the Assistant Superintendent and render a decision in writing to the applicant within fifteen (15) business days.
- e. If the applicant is still not satisfied with the Superintendent's decision, the applicant can request, in writing, a meeting with the Board of Education.
- f. The Board of Education will schedule a meeting with the applicant and review their application. A final decision on the appeal will be rendered by the Board of Education within five (5) business days after the meeting.