



Maine School Superintendents Association

# Student Transfer Request Form SY26-27

A parent/legal guardian should send a completed Student Transfer Request Form to the resident superintendent, who will share it with the receiving superintendent. Superintendent determinations should be finalized and shared with parent/legal guardian within 30 calendar days of receiving the request. If a superintendent cannot yet approve a request due to a lack of enrollment data, the superintendent may communicate that to the parent/legal guardian and make a determination at a later date. Requests must be made annually. Student transfer requests for the following school year are generally considered in the late spring/summer. It is the parent/legal guardian's responsibility to seek enrollment of the student following an approved request.

DATE OF REQUEST

Is this an initial request? Yes  No

## STUDENT INFORMATION

### A. STUDENT INFORMATION

Full Name  Current Grade   
Date of Birth  Residential Address:

### B. PARENT/LEGAL GUARDIAN INFORMATION

Full Name  Phone   
Email  Residential Address:

### C. OTHER PARENT/LEGAL GUARDIAN INFORMATION (IF APPLICABLE)

Full Name  Phone   
Email  Residential Address:

## SCHOOL INFORMATION

### C. RESIDENT DISTRICT INFORMATION (Where Student Currently Resides)

List School and District:

### D. RECEIVING DISTRICT INFORMATION (Where Student is Seeking Enrollment)

List School and District:

REASON FOR REQUEST (TO BE FILLED OUT BY PARENT/LEGAL GUARDIAN)

*Please include or attach all documents to support your request and the unique learning needs of the child: proof of residency (such as a state-issued license, utility bill, or lease/rental agreement), medical documentation, behavioral records, etc. Your signature below constitutes authorization for the school district to share documents with other parties as necessary, including the Maine Department of Education and State Board of Education. **Please send all evidence and a copy of completed Student Transfer Request Form to the resident superintendent.***

Parent/Legal Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_

## POTENTIAL CONDITIONS/CONSIDERATIONS ON STUDENT TRANSFER AGREEMENTS:

If this request is approved by the superintendents, it will be for one school year only, or for the remainder of the current school year. Requests must be made annually. It is the parent/legal guardian's responsibility to seek enrollment of the student following an approved request.

General expectations of a Student Transfer Agreement include the following:

- Transportation will be the responsibility of the parent(s)/legal guardian(s).
- Student is expected to attend school every day unless properly excused.
- Student will consistently give their best effort.
- The student will comply with all school rules and regulations of the receiving school.

***Title 20-A, Ch. 213* says that a student, in general, shall attend school in the SAU where they live, except in specific circumstances. When considering a transfer request, a superintendent will consider a range of criteria, including, but not limited to:**

- Best interest of the child
- Best interest of the school community
- Student's educational needs
- Student's social-emotional and behavioral well-being
- Stability and continuity of education
- Family or custodial considerations
- Student attendance/discipline history
- District staffing, capacity, and availability of programming
- Ensuring the request complies with local/state policies

**NOTE: Transfers for interscholastic athletics purposes are not permitted.**

## APPEALS

*Pursuant to Title 20-A MRS §5205, sub-§6*

If either superintendent denies the transfer, the transfer is denied.

**DOE Appeals Procedure:** If the transfer request is denied, the parent/legal guardian of a student requesting transfer may request that the Commissioner of Education review the transfer.

- In accordance with DOE procedures, the parent/legal guardian should fill out the appeal form linked on the Maine DOE website (<https://www.maine.gov/doe/schools/schoolops/superintendents>).
- As part of this process, the parent should upload the Transfer Request Form that they previously submitted to the Superintendent, along with all supporting documentation. The parent/caregiver should also upload the Superintendent Transfer Determination Form completed by the Superintendent(s), and a separate letter to the Education Commissioner addressing the issues the denying superintendent(s) raised in their determination.
- Once the form has been received, the DOE will review the form for completion and send an email to the parent/legal guardian and superintendents. If receipt of information is not confirmed within 7 business days, the parent/legal guardian should call the department at 207-215-5427.

The Commissioner shall review the superintendents' determinations and communicate with the superintendents and with the parent/legal guardian of the student prior to making a decision. The Commissioner may approve or disapprove the transfer and shall provide to the parent/legal guardian of the student and to the superintendent a written decision describing the basis of the commissioner's determination.

**State Board of Education Appeal Procedure:** If dissatisfied with the Commissioner's decision, a parent/legal guardian of a student requesting transfer or either superintendent may, within 15 calendar days of the commissioner's decision, request that the State Board of Education review the transfer. The State Board of Education shall send a letter to the parents/legal guardians, superintendents, and the Commissioner that the request for review has been filed and inform them when the Board will meet and review the appeal.

- The State Board cannot accept new information that was not previously presented to the superintendents or the Commissioner
- At the meeting to review the appeal, parent(s)/guardian(s) and superintendents will be permitted to offer statements to the Board during the Executive Session prior to commencement.
- Once deliberations begin, only State Board members will be present. In public session, State Board members will take a vote whether to approve or disapprove the superintendents' determination.

The State Board shall make a decision within 45 calendar days of receiving the request and shall provide to the parent of the student, the superintendents and the Commissioner a written decision describing the basis of the State Board's determination. The State Board's decision is final and binding.