



Elementary Intra-District Schools of Choice  
Transfer Request Process (Y5-5)  
*Guidelines and Procedures*  
2024-2025

***The Romeo Community Schools Board of Education is providing the opportunity for Elementary Intra-District Schools of Choice (Y5-5) for the 2024-25 school year. Requests are approved on a limited basis considering grade level capacity, rationale/reason provided, available space and contractual class size limits.***

**APPLICATION PERIOD No. 1**

**MONDAY, 4/8/2024 – FRIDAY, 5/10/2024**

**APPLICATION PERIOD No. 2**

**MONDAY, 7/22/2024 – FRIDAY, 8/9/2024**

*Applications must be turned in by 4:00pm on the date the period ends.  
The deadlines for application must be met as there will be no exceptions.*

Romeo Community Schools families will be able to submit a Intra-District Schools of Choice Transfer Request to attend at an elementary building outside of their current residential attendance area. Current Romeo Community Schools students in grades Y5-5 have the option to apply for a transfer to another elementary building within the district for the 2024-2025 school year. This application process is intended to allow parents the opportunity to share necessary information that would support their request or rationale (all information will remain confidential). The Superintendent *may* grant approval of the transfer considering need, capacity-classroom size and availability. Transfer requests should be focused on meeting the unique needs of the student(s).

**Preference will be given to:**

1. Currently enrolled students that are moving out of the attendance boundary but not out of the District.
2. Siblings of current elementary students that have been previously approved.
3. Families providing a purchase agreement indicating a move into a different attendance boundary.
4. Other unique circumstances including childcare, medical needs, etc.

Available seats will be unique to each building and grade level. Current grade level enrollment (average class size rates) will be examined prior to each application period to determine capacity. Available seats in building and grade level **DOES NOT** guarantee approval.

Applicants applying within application period no. 1 will be notified of approval/denial no later than *Friday, 5/24/2024*. Denied applications from the initial application period may be considered first during the additional application period. Applicants applying within application period no. 2 will be notified of approval/denial no later than *Friday, 8/23/2024*.

District transportation services **will not be** provided for approved transfers through this application process.

Applications turned in after the deadline will not be considered.

Approved Schools of Choice Intra-District transfer applicants need never re-apply unless the student leaves the District and attends elsewhere.

For questions, feel free to contact the Enrollment Center via email at [enrollment@romeok12.org](mailto:enrollment@romeok12.org).