

City School District of the City of Niagara Falls

630 - 66th Street ♦ Niagara Falls, NY 14304
(716) 286 – 4257 ♦ Fax (716) 286 – 4283

Subject: District Choice Plan, 2017 – 2018 School Year

In accordance with applicable law and regulation, the parent/guardian of a student attending a District school identified as Focus may opt to transfer their child/children to a school in good standing. The following exception exists for the 2017-2018 school year:

- Gaskill Preparatory and LaSalle Preparatory Schools are the only District middle schools. Both are identified as Focus Schools; therefore, no transfer option exists.

The following steps will be followed for each transfer request:

1. Parent/Guardian request forms are mailed to the Office of the Superintendent; upon receipt, each is stamped with the date – Applications will be processed as per the guidelines below beginning August 14, 2017.
2. Request forms are sent to the Office of Pupil Services, and tagged with one of three income eligibility designations based upon lunch applications currently on file: Free, Reduced, or Full Pay.
3. Once tagged, forms are sent to the Office of Assessment, and the following multiple measures of student progress are attached to each:
 - a. NWEA 2016-2017 Student Progress Report
 - b. AIMSweb 2016-2017 Summary Report
 - c. Copy of 40-week student report card
4. Request forms are sorted into the following categories:
 - a. High Need/Low Achievement
 - b. High Need/High Achievement
 - c. Low Need/Low Achievement
 - d. Low Need/High Achievement
5. Transfer notices will be sent, to all parents/guardians in groups A and B above, no later than August 23, 2017. Parents will respond in writing (form included in notice), by US mail. Requests will be honored in the order they are received. If seats are no longer available in the school of choice, parents will be offered a seat(s) in the remaining school(s). Bussing will be provided per existing District policy.
6. Beginning September 5, 2017, transfer notices will be sent to parents in groups C and D above.

Notes:

- There will be no time limit/deadline for receipt of transfer requests
- If a seat(s) are no longer available in the school of choice, parents/guardians will be encouraged to take advantage of Extended Learning Time opportunities available in all District schools, and to direct questions re/their children's educational plans to the Building Principal.