



BRIDGEPORT BOARD OF EDUCATION

ADMINISTRATIVE OFFICES
948 MAIN STREET
BRIDGEPORT, CONNECTICUT 06604

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 Pupil Services & Student Assignments, 948 Main Street, Administrative Offices, Bridgeport, CT 06604.
2. The application must be filled out and returned to: Office of Pupil Services & Student Assignments, 948 Main Street, Administrative Offices, 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 Pupil Services & Student Assignments.

B. A Controlled Transfer will be granted under the following conditions:

1. To accommodate medical disabilities as documented by a doctor.
2. To allow a student in a terminal grades (8/12) to complete the school year in that school, with principal's approval.
3. Upon the approval of administrative personnel.
4. 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.
5. On the day the Controlled Transfer is being granted the receiving school will be contacted for updated enrollment figures.
6. **Controlled Transfers will not be granted prior to October 1.**

C. Procedure for revoking a Controlled Transfer:

1. Controlled Transfer applicants will be informed, in writing, that the Controlled Transfer will be revoked at any time for the following reasons:
 - a) Lack of space at the Controlled Transfer assigned school
 - b) Poor behavior
 - c) Poor attendance
 - d) Excessive tardiness

D. Appeal Process in the event of a Denial.

If the applicant disagrees with the decision, they will have two (2) weeks from receipt of the decision to appeal.

E. Procedure for appeals is as follows:

- a. Applicant must, in writing, request the Office of Pupil Services & Student Assignments to have an Assistant Superintendent of Schools review the application.
- b. The Assistant Superintendent will review each appeal application and render a decision in writing to the applicant within ten (10) working 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) working 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) working days after the meeting.