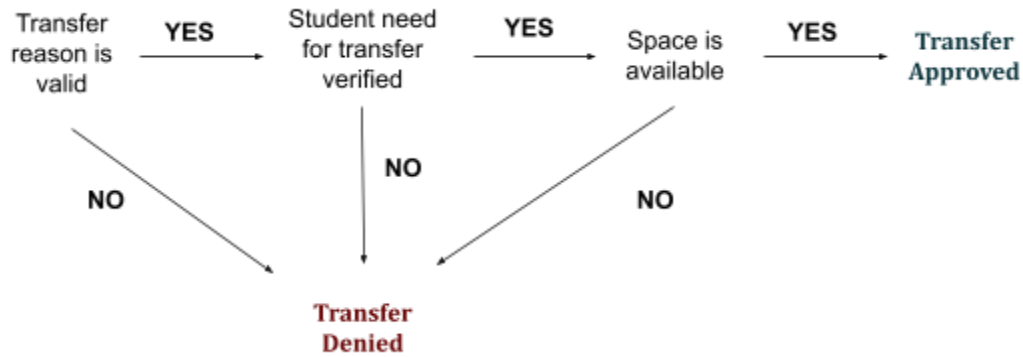


HARDSHIP PETITION VERIFICATION STEPS



Common Transfer Reasons:	Verification Procedures for ETC Staff: <i>School staff or other professionals are consulted as needed to determine whether they are aware of the situation, have worked with the family to address the concerns and agree that transfer would result in meaningful improvement.</i>
Potential risk to a child's health, safety or educational development	→ Consult with school staff or other professionals, as needed.
Attend school with a sibling	→ Use the student information system to confirm that a sibling who will attend the requested school shares the same home address and parent.
Access child care	→ Consult with the child care provider and school-based child care team, if needed, to verify that the child care arrangement is a unique opportunity for expanded and/or below market rate service.
Access an alternative, dual language or focus option program outside of the lottery	→ Most seats are filled through the lottery. Confirmed program history or DLI native language ability must be verified for placement priority.
Continue with a peer group to the next school level	→ Specific student hardship does not need to be verified for transfers from elementary to middle school. For high school transfer requests: consult with school staff or other professionals, as needed, to determine peer support needs.
Break a transfer and enroll at the neighborhood school	→ Specific hardship details are not required. Requests are guaranteed for the next school year if made in Nov-Dec for grades 6-12, or Feb-Mar for grades 1-5, but based on space availability at other times.
Overcrowding at assigned school	→ Confirm assigned school is on the overcrowded list.
Other reasons	→ Consult with school staff or other professionals, and/or review documents, as needed. <i>Note that school reputation or availability of advanced-level curriculum, sports or clubs are generally not considered adequate reasons for transfer.</i>
Space availability: <i>If the petition meets the hardship standard, verify that space is available at the requested school and grade level. If space is limited, preference is given to neighborhood students, siblings, and students who qualify for other district preferences.</i>	