

**Concord School District Policy 517.5**  
**Change of School or Assignment – Best Interests**

In circumstances where the best interests of a student warrant a change of school or assignment, the Superintendent is authorized to reassign a student from the public school to which he/she is currently assigned to another public school, or to approve a request from another Superintendent to accept a transfer of a student from another district, under the following conditions and procedures.

A. Manifest educational hardship change of assignment *distinguished*

When a parent/guardian believes that an initial assignment has been made which will result in a manifest educational hardship to the student, the parent/guardian may seek a change of assignment in accordance with provisions of **RSA 193:3, I**, as the same may be amended or replaced from time to time, and **Policy #517 Manifest Educational Hardship**.

B. Conditions and procedures for reassignment based upon best interests

1. Either the parent/legal guardian or the Superintendent of a different SAU may make a written request to the Superintendent for a change of school assignment. In the request, the parent/guardian should state why the best interests of the student warrant a reassignment.
2. The Superintendent will fully consider this written request, will meet with the parent/guardian, if necessary, and will make a determination concerning the reassignment request.
3. The Superintendent's decision will be based on the best interests of the student, as determined by the Superintendent. The Superintendent may develop administrative regulations concerning the factors that will be considered in making such a determination.
4. If the Superintendent determines that the best interests of the student warrant a reassignment, he/she will present the matter to the School Board. The Board must vote to approve the reassignment before the reassignment can occur. Upon Board approval, the Superintendent may reassign the student to another school within the District or in another SAU, subject to the student meeting the admission requirements of such school, and subject to the agreement of the Superintendent of the receiving SAU and approval of the Boards of both the sending and receiving districts.
5. The Superintendent will issue a written decision to the parent/guardian. There shall be no appeal of a decision by the Superintendent not to recommend the reassignment.
6. The total reassignments or transfers made under this policy in any one school year will not exceed one percent (1%) of the average daily membership of the District, or five percent (5%) of the average daily membership of any single school, whichever is greater, unless the Board votes to exceed this limit.

7. Reassignments made under this policy that exceed the percentages provided in paragraph #6 must have prior written approval of the Board.

C. Count of reassigned students, tuition payment and rate, and transportation

Students reassigned under this policy will be counted in the average daily membership of a given student's resident school district. Said student's resident district will forward any tuition payment due to the district to which the student was assigned.

The Superintendents involved in the reassignment of a student will jointly establish a tuition rate for each such student. Some or all of the tuition may be waived by the Superintendent of the receiving district for good cause shown or pursuant to any applicable policies of the receiving district, presuming said action is not contrary to law.

The cost of transportation for any student reassigned under this policy will be the sole responsibility of the parent/guardian.

D. Notice to the Department of Education

The Superintendent of the student's resident SAU will notify the Department of Education within thirty (30) days of any reassignment made under this policy.

E. Special education placements

A placement made relative to a student's special education needs and services shall not be deemed a change of school assignment for purposes of this section.

**Legal References:**

RSA 193:3, 111, Change of School Assignment

RSA 193: 14-a, Change of School Assignment; Duties of State Board of Education

Adopted February 4, 2019

Corresponds to NHSBA policy JCA. See also JEC & JFAB