



Hoboken Public School District Parent/Guardian Transfer Request Protocol

The Hoboken Public School District is committed to ensuring that each of our schools delivers a quality education and meets the individualized needs of all children. In an effort to achieve socio-economically, racially and ethnically balanced footprints in each of our elementary schools, a system for school placement was solidified and implemented for the 2020-2021 school year. We are proud of our placement protocol and the following results:

- All students have been placed in the school in which a sibling attends;
- All students in need of specialized programs have been placed in the school that can best accommodate their individualized needs;
- All students have been placed in the school that is either first or second closest to their home;
- All students have been placed in schools that are .9 of a mile or less from their home;

The results, as seen above, will serve to best reflect the representation of our larger community and provide a model for long-term, equitable placement processes. A parent or guardian's request for a school transfer will only be considered in **Grades 1 and above** and will be determined using both a clear chain of command and a series of factors identified by the Hoboken School District. Also, the reason for transferring a child out of a school will be considered if the request falls within one of the factors listed below. However, if a request is approved, the new placement will be determined by the Hoboken School District. First and foremost, the use of the appropriate chain of command is critical. If a parent or guardian has a concern with a placement, the following chain of command should be followed:

- ✓ Level One: Building Principals, utilizing the contact information as listed below. In your notice of contact, be sure to include the date of submission of your request, your name and address, phone number and e-mail address, child's name, and the specific reason for your transfer request.
- ✓ Joseph F. Brandt, Principal Bartlett, cbartlett@hoboken.k12.nj.us, 215 9th Street, Hoboken, NJ 07030
- ✓ Thomas G. Connors, Principal Addi, juliana.addi@hoboken.k12.nj.us, 201 Monroe Street, Hoboken, NJ 07030
- ✓ Wallace Elementary School, Principal Shannon, mshannon@hoboken.k12.nj.us, 1100 Willow Street, Hoboken, NJ 07030

If your request is denied at Level One, you may submit your request to:

- ✓ Level Two: Mrs. Sandra Rodriguez-Gomez, Assistant Superintendent of Schools. You may contact her via e-mail at srodriguez@hoboken.k12.nj.us or by U.S. Postal Mail to 524 Park Avenue, Hoboken, NJ 07030.

In your notice of contact, be sure to include the date of submission of your request, your name and address, phone number and e-mail address, child's name, and the specific reason for your transfer request.

If your request is denied at Level Two, you may submit your request to:

- ✓ The Superintendent of Schools, you may contact her by U.S. Postal Mail to 524 Park Avenue Street, Hoboken, NJ 07030. In your notice of contact, be sure to include the date of submission of your request, your name and address, phone number and e-mail address, child's name, and the specific reason for your transfer request.

- ✓ If your request is denied at Level Three, you may appeal the Superintendent's decision to the Hoboken Board of Education. This can be done by submitting a written letter addressed to the Board of Education President, U.S. Postal Mail to 524 Park Avenue Street, Hoboken, NJ 07030 indicating that your request has been denied and that you would like for the Board of Education to make the final determination, via an appeals process. In your notice of contact to the Board of Education President, be sure to include the date of submission of your request, your name and address, phone number and e-mail address, child's name, and the specific reason for your transfer request.

The only factors that will be considered for a student transfer:

1. *Unique Hardship* - A family's individual and personal situation creates a unique hardship that could be mitigated by a change in school assignment.
2. *Medical, Emotional, Psychological or Educational Change* – A student develops or demonstrates exceptional hardship for reasons of medical, emotional, psychological or educational reasons documented by a doctor via a detailed treatment or 504 Plan, or the development of a new or modified Individualized Education Plan (IEP).
3. *Family Relocation* - Families who have or will be relocating to another part of the city where the defining data points of home to school are affected.

Please note that the district reserves the right to request additional information to validate and consider all requests. Although the factors above serve as the basis of consideration, a transfer is not guaranteed. The Hoboken Public School District will first assess the request as it relates to the social, emotional and academic well-being of the child, and will then weigh the mitigating factor against the availability of seats in other schools and the balance of the footprints the district is committed to maintain.