



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF EDUCATION
JUDY A. JEFFREY, DIRECTOR

DATE: May 31, 2006
TO: LEA Superintendents
FROM: Pamela Pfitzenmaier, Ph.D., Administrator
Division of Early Childhood, Elementary and Secondary Education
SUBJECT: Unsafe School Rules/Notice to Victims of Right to Transfer

Please note that this memo applies only to those districts with multiple attendance centers at any particular grade level, e.g., more than one attendance center serving third graders.

Under Iowa's Unsafe School Choice Options rules [281—Iowa Administrative Code chapter 11], a student who is the victim of certain acts of violence in the school building or on the grounds of the attendance center *shall be* permitted to transfer to another attendance center within the district. The federal Department of Education has directed that we prepare a sample notice for districts with multiple attendance centers to use when a student becomes a victim of school violence. Attached is that sample notice. **THE NOTICE IS NOT A GENERAL NOTICE TO ALL STUDENTS, BUT IS TO BE SENT ONLY TO THOSE WHO BECOME VICTIMS OF VIOLENCE AT SCHOOL.**

We recommend that you retain a copy of the notice, along with any request for transfer, in BOTH the victim's records and in a newly created Unsafe Schools Choice file. For your protection, retain copies for a minimum of one year after the victim graduates from high school.

The chapter 11 rules extend an absolute right to the victim to transfer, but only to another attendance center for the child's grade level within the district. There is no requirement that a request to open enroll to another district be granted. However, if there is reason to believe that a transfer to another attendance center within the district is not a workable option, this agency encourages districts to grant open enrollment requests.

If you have questions about chapter 11 or about the sample notice, please contact Carol Greta at carol.greta@iowa.gov or (515) 281-8661.

Grimes State Office Building - Des Moines, Iowa 50319-0146

PHONE (515) 281-5294 FAX (515) 242-5988

www.state.ia.us/educate

Helping Communities Meet the Learning Needs of All Their Children and Adults