

Task 2: Student Transfer Policy and Administrative Procedures

Public Relations Plan Process			
Date	Implementation Tasks	Leaders: Carol Frericks, Brian Trowbridge, Jim Sohn & Chrissy Cox	Costs
August 31	Identify end goal. Assign leaders.	Determine plan for analysis and revisions in transfer policy and administrative procedures, if needed.	
September 7	Determine who to engage for consultation.	Consult with K-5 administration, transportation, special education, and stakeholder groups (parents, support staff, and teachers).	
September 14	Discuss current practices.	Determine effectiveness and concerns with existing practices with K-5 Transition Team.	
September 21	Discuss public relations plan recommendations.	Determine plan for timeline with implementation tasks and develop a comprehensive communication plan for the transfer policy and administrative procedures. Determine execution of public relations plan.	
September 28	Determine plan for analysis and revisions in transfer policy and administrative procedures, if needed.	Recommendations for Superintendent Webb: Approve the following timeline and public relations plan for the QPS transfer policy and administrative procedures.	
Public Relations Plan Recommendation			
K-5 leaders recommend the following timeline and public relations plan for the implementation of the transfer policy and administrative procedures. Implementation tasks begin in November.			

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Public Relations Plan – Implementation Tasks			
Date	Implementation Tasks	Leaders: Carol Frericks, Brian Trowbridge, Jim Sohn and Chrissy Cox	Costs
October 25	Present recommendation to the BOE for approval.	Mrs. Frericks will provide a brief presentation sharing the Public Relations Plan Process and recognize the QPS staff members who participated in the process. Superintendent Webb will request approval of the Public Relations Plan Recommendation.	
November	Obtain feedback from transportation and special education departments regarding current policy regarding transitions into new K-5 Learning Communities.	Mr. Trowbridge will meet with representatives from the transportation and special education departments.	
January	Collect feedback from parents, support staff, and teacher stakeholders regarding current QPS transfer request form.	Carol Frericks, Brian Trowbridge, Jim Sohn and Chrissy Cox will meet with volunteer representatives from parents, support staff, and teacher stakeholder groups to reach consensus on any recommendations regarding the current QPS Transfer Request Form. Meeting: January 12, 2017 Request to be on the February Policy Committee Meeting	
February	Recommend any changes to the current QPS transfer policy and transfer request form.	Carol Frericks, Brian Trowbridge, Jim Sohn and Chrissy Cox will make final recommendations for any changes to the current transfer policy and the transfer request form with administrative procedures to Superintendent Webb for approval and subsequently to the Board Policy Committee for adoption.	
March	Communicate QPS transfer policy and transfer request form with administrative procedures to all stakeholders.	Develop and distribute K-5 transition newsletter and press release regarding transfer policy and procedures beginning April 1, 2018.	

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Update – January 24, 2018 Board Meeting		
January 19	Present updates to Superintendent Webb.	Implementation tasks have been completed, to date, except parent and support staff group meetings, which are scheduled for January. Five Maps software has been purchased to determine current class sizes at each new K-5 Learning Community. The teacher stakeholder group will recommend changes for Board Policy 7:30 and the Administrative Procedure for Transfer Requests associated with the policy at the February Board Policy Committee meeting.
January 24	Present updates to the Board.	Carol Frericks will provide a brief presentation sharing the Public Relations Plan Process and recognize the QPS staff members who participated in the consultation process. Superintendent Webb will request approval of the Public Relations Plan Recommendation.
February 13	Recommend changes to the current QPS transfer policy and transfer request form.	Carol Frericks and Brian Trowbridge will present recommendations for changes to the current transfer policy 7:30 and the transfer request form with administrative procedures to the Board Policy Committee for adoption.
March	Communicate QPS transfer policy and transfer request form with administrative procedures to all stakeholders.	K-5 Newsletter to parents will include transfer request information in March. Superintendent weekly message and press release regarding transfer policy and procedures beginning April 1, 2018.
April	Accept transfer requests between April 1 st and May 31 st .	K-5 Learning Communities will hold Kindergarten Round Up and Spring Registration during the month of April. Online registration will begin April 1, 2018. Transfer requests will be accepted April 1 st through May 31 st . Transfer request decisions will be made by June 15 th . K-5 principals will communicate transfer approval status for each parent request.
Update – May 23, 2018 Board Meeting		
May 23	Present updates to the Board.	Carol Frericks will provide a brief presentation sharing the Public Relations Plan Process and recognize the QPS staff members who participated in the consultation process. Superintendent Webb will request approval of the Final Public Relations Plan.
Task 2: Final Public Relations Plan		
<p>The QPS Board Policy 7:30: Student Assignment and Intra-District Transfer has been updated and approved. Transfer request information has been provided in the March K-5 Newsletter to parents. The Transfer Request form has been updated for distribution to students' parents/guardians during Kindergarten Round Up and Spring Registration from April 1st through May 31st. Transfer request decisions will be made by June 15th. K-5 principals will communicate transfer approval status for each parent request.</p>		