
Pittsford Schools

Pittsford Central School District Residency and Transfer Requests - Procedures

1. Students attend the school for which their primary residence is zoned. The Pittsford School District Area Attendance Map outlines the streets and neighborhoods associated with each school location.
2. Requests matching the criteria below will be considered by the District. All requests should be sent to the Director of Student Services.

a. High School:

- i. **Senior exemption:** If a student moves within the District during senior year, the student may continue at the current high school if in good standing at the school¹. Transportation is the responsibility of the family. During the school year is defined as on or after July 1st through the conclusion of senior year. The student must remain in good standing throughout senior year in order to remain at the District high school.
- ii. **Senior exemption:** If the student moves outside the District during senior year, the student may continue at the current high school if in good standing at the school¹. Transportation is the responsibility of the family. During the school year is defined as on or after July 1st through the conclusion of senior year. The student must remain in good standing throughout senior year in order to remain at the District high school.
- iii. **Second Semester Juniors:** If a student moves within the District during the second semester of junior year, the student may continue at the current high school through graduation if in good standing at the school¹. Transportation is the responsibility of the family. Second semester start date is defined in the District calendar and ends June 30th. The student must remain in good standing in order to remain at the District high school.
- iv. **First semester move within District:** If a student moves within the District during the first semester of freshman year, sophomore year or junior year, the student will transfer to the new school location within the District. First Semester is defined as from July 1 through the end of semester date noted on the school calendar.
- v. **Second Semester move within District:** If a student moves within the District at the start of/during the second semester of freshman or sophomore years, the student may continue at the current school until the end of the school year. Transportation is the responsibility of the family. For the following school year, the student will attend the school associated with the new residence.
- vi. **Move outside District:** Whenever a student moves outside the District during freshman, sophomore or junior years, the student is no longer enrolled in Pittsford Schools and attends school associated with the new residence.

b. Middle School:

- i. **First Semester move within District:** If a student moves within the District during the first semester of 6th, 7th or 8th grade, the student will transfer to the new school location within the District.
- ii. **Second Semester move within District:** If a student moves within the District at the start of or during the second semester of 6th, 7th or 8th grade, the student may continue at the current school until the end of the school year (June 30th). The student will then attend the new school associated with the new residence. Transportation to the current school is the responsibility of the family.
- iii. **Move outside of District:** Whenever a student moves outside the District during 6th, 7th or 8th grade, the student is no longer enrolled in Pittsford Schools and attends school associated with the new residence.

c. Elementary School:

- i. **First Semester K-4 move within District:** If a student moves within the District during the first semester of grades K-4, the student will transfer to the new school location within the District.
- ii. **First Semester 5th Grade:** If a student moves within the District during first semester of 5th grade and is in good standing ¹, the student may continue at the current elementary school until the end of the school year (June 30th) provided the new residence is within the same middle school feeder pattern. Transportation is the responsibility of the family. If the within District move is to a residence in a different middle school feeder pattern, the student will then transfer to the elementary school associated with the new residence and middle school.
- iii. **Second Semester move within District:** K-5th Grade: If a student moves within the District at the start of or during the second semester of grades K-5, the student may continue at the current school until the end of the school year (June 30th) and then will transfer to the new school at the start of the next school year. Transportation is the responsibility of the family.
- iv. **Move outside of District:** Whenever a student moves outside the District in grades K-5 the student is no longer enrolled in Pittsford Schools and attends school associated with the new residence.

Grade Level	Circumstance	First Semester	Second Semester
12	Move within District	Senior exemption – may remain at current school ¹	Senior exemption – may remain at current school ¹
12	Move outside of District	Senior exemption – may remain at current school ¹	Senior exemption – may remain at current school ¹
11	Move within District	Move to new school	May remain at current school through graduation ¹
9, 10	Move within District	Move to new school	May remain at current school; next school year at new school
9, 10, 11	Move outside of District	Move to new district	Move to new district
6,7,8	Move within District	Moves to new school	May remain at current school; next school year at new school
5	Move within District	May remain in current school if new home is in the same middle school feeder pattern. If different feeder pattern, move to new school.	May remain at current school; next school year at new middle school
K-4	Move within District	Move to new school	May remain at current school; next school year at new school
K-5	Move outside of District	Move to new district	Move to new district

¹ **Good Standing:** Principals will look at the following areas when determining good standing:
 Student behavior
 Student attendance
 Student effort

Parental Responsibility: Parents/guardians must notify the District of changes in residence in a timely and good faith manner. Decisions will be made based upon actual move dates. The District reserves the right to request residency verification and to investigate authenticity of primary residency.