



Transfer Request Guidance: School Merger & Transition

Message to Our Families

We are enthusiastic about the opportunities that the newly merged Carlton and Saltonstall Schools will create for our students. Our goal is to create a unified school community centered on four key priorities:

- Elevating student learning through shared resources.
- Positioning educators for success in a new environment.
- Building a shared identity with a culture of belonging and strong family partnerships.
- Ensuring a safe, welcoming, and well-organized school.

Transfer Guidance

We understand that some families may want to explore other school options within the Salem Public Schools for their children for the upcoming school year. As promised, we have created a process that provides preference to Carlton and Saltonstall families for projected open seats throughout the district.

The guidance below is designed to help you navigate the process of requesting a transfer to a different school within the district for grades 1-5 in advance of the 2026-27 school year. The Family Welcome Center team will be your primary point of contact if you are interested in pursuing a new school option for your child in the upcoming school year. Any questions feel free to contact the Family Welcome Center at 978-740-1225 or email welcomecenter@salemk12.org

Eligibility & Timeline:

- Any student who attended Carlton or Saltonstall during the 2025/26 school year is eligible. Please note that any students who enrolled at Carlton Innovation School for P1 at any time during the Winter or Spring trimesters (transition students) will be assigned to the grade level that aligns with their scheduled year of graduation.
 - If the number of students requesting a particular grade exceeds the number of available seats, a lottery will be conducted to determine seat placement. The number of available seats vary by school and grade level.
 - Please see the specific eligibility for Bentley School [here](#). In grades 1-2, there are certain seats reserved for students whose primary language is English and certain seats reserved for students whose primary language is Spanish.
 - The opportunity to transfer will be offered to caregivers between **January 12, 2026 until February 6, 2026**. We will notify families by **February 27th, 2026** of the result of the request.
 - If a family is interested in a tour, please contact that school's main office directly to set up a visit. Touring a school provides valuable insight into the school culture and can be an important step in your decision-making process.
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Step 1: Completing the Transfer Request Form

To streamline this process, all requests must be submitted via our [Google Form](#).

Instructions for Filling Out the Form:

- **Student Information:** Please ensure the student's full name and date of birth matches what is currently on ASPEN to avoid processing delays.
 - **School Selection:** You will be asked to list your **top three (3) preferred schools**. We recommend researching the specific programs (e.g., dual language, arts, etc) at these locations before submitting.
 - **The "Why":** There is a section for "Reason for Request." Please be as specific as possible regarding your child's needs—whether they relate to transportation, specific academic programs, sibling placement, or social-emotional well-being.
 - **Specialized Programs:** If your child receives services (IEP, 504 Plan, or English Language Learner support), please check the corresponding boxes so we can ensure the requested school has the necessary resources to support them.
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Step 2: How Decisions Are Made

We want to be transparent about how transfer requests are processed. While we wish we could grant every request immediately, please keep the following in mind:

- **Availability:** Transfers are granted based on the **available seat capacity** at the requested school and specific grade level (grades 1-5).
- **Sibling Priority (Family Unity):** To support family stability, we offer **priority placement** for students who have a sibling already enrolled and remaining at the requested school.
 - *Please Note:* While we make every effort to keep families together, sibling placement is still subject to available space in the specific grade level requested.
- **Socioeconomic Balance (District Equity Targets):** Our district is committed to creating vibrant, diverse learning communities where every student has access to high-quality resources and a representative peer group. To achieve this, we use **District Low-Income Targets** as a guiding factor in our placement process.
 - **Why we do this:** Following the district's student assignment policy (SC Policy #5103) the Superintendent is charged with setting annual enrollment targets for each individual school. In the Salem Public Schools, we value the benefits of integrated and diverse schools. We know that students thrive when they attend schools that are reflective of our entire community. The overall goal is to have all schools enrolling a percentage of students who are low income that is within five percentage points (5%) of the district average.



- **Program Alignment:** We must ensure that the requested school can fully implement your child's required services (such as Special Education or Multilingual Learning programs).
 - **District Commitment:** The district is committed to doing everything possible to accommodate your family's needs during this transition.
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Step 3: Timeline & Next Steps

- **Submission Deadline:** All forms must be submitted by **February 6, 2026**. The google form will not accept any submissions past that date.
- **Review Period:** A placement committee will review all requests. You can expect a formal response via email and mail by **February 27, 2026**.
- **Placement:** Please remember that this placement is for the start of the 2026 / 2027 school year. As of today, we do not know if there will be any changes to each of the requested schools start and end times.

Note: If you need assistance filling out the Google Form, please contact the Welcome Center by phone at 978-740-1225, via email welcomecenter@salemk12.org or visiting our office at Collins Middle School - 29 Highland Ave Suite 121, Monday - Friday from 8:00am - 4:00pm.
