

Greater Albany SD 8J
Administrative Regulation

Code: **JECC-AR(2)**
Adopted: 3/12/01
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2/28/11
Orig. Code(s): AR 5102

In-District Transfer Information Summary

Parents desiring an exception to their student's enrollment at the designated neighborhood school will file an In-district Student Transfer Request form (Form 613) which will be stamped with the date and time when it arrives at the District Office.

The following in-district transfer requests will be given priority:

1. Those recommended by school administrators and superintendent or designee due to special circumstances, i.e. students who are victims of a violent criminal offense occurring in or on the grounds of the school the student attends, academic, program, social, or facility needs.
2. Students coming from another district school that is identified as persistently dangerous by the Oregon Department of Education, and
3. Students from a district Title I school that has been identified under the No Child Left Behind Act of 2001 (NCLB) as in need of improvement, corrective action or restructuring, with priority to the lowest achieving, disadvantaged students, as required by law.
4. Students who will have a sibling concurrently enrolled at the requested school and submit their transfer request prior to the March 1 lottery.

In-district transfer requests will not be accepted or considered for approval when:

1. A request is submitted prior to January 1 for the next school year; or
2. The request is for a transfer that has previously been denied for the current school year at the requested building due to attendance, behavior or academic issues; or
3. Transfer requests to multiple schools are submitted for a student.

All other valid in-district transfer requests for the ensuing year which are submitted prior to March 1 will have equal opportunity for consideration of approval. A lottery system will be used to rank these requests by grade level for each school to determine the order in which they will be approved.

All valid transfer requests submitted after March 1 for the ensuing school year will be added to the lottery generated transfer waiting list at the appropriate school grade in the order which they are received, after those requests with priority as listed above.

Valid transfer requests will be approved at each school grade level according to the order in which they appear on the transfer waiting list and as the grade for the school has capacity to receive additional students. Both the home school and the receiving school principals will be contacted by the superintendent's designee to discuss the current and/or projected enrollment, the number of classrooms, the staff/student ratio, the history of late enrollments by resident students and special consideration to determine the capacity. Transfers should not be approved which cause a class to be overcrowded. Building principals will be responsible for approving denying or holding transfer requests. All principals will meet in April/May prior to approving any transfers and again in August to review and discuss pending student transfers. The superintendent or designee may attend these meetings.

Unless otherwise noted, when a student transfer is approved, the parents or guardians¹ will be responsible for transportation of the student to and from the requested school, but transfer students may be allowed to use a district bus according to the rules for "Bus Passes for Ineligible School Bus Riders" in Administrative Regulation EEA-AR(3). Student transfers may be revoked or denied for the following reasons: overcrowding at the requested building; irregular attendance; chronic tardiness; violation of school rules; failure to make academic progress; gang affiliation or because the student poses a specific threat to the safety of students or staff at the requested school.

Once a student's transfer has been approved, he/she can continue at the requested school, provided space is available, until he/she is promoted to the next level (from elementary to middle school, or from middle to high school) or the transfer is revoked. Should overcrowding occur, transfers will be rescinded in the reverse order of approval date by grade level. It is not necessary for the parent to reapply each year to continue at the requested school. When a student is promoted from elementary to middle school or from middle to high school, the student will be expected to enroll in the school in the attendance area in which the parents reside, unless a new transfer request is submitted and approved.

Parents may request that a transfer be rescinded at any time. Such requests will be effective at the end of the semester/trimester in which they are received unless the principals involved and the district administration agree to implement the request sooner.

High school extra curricular activity eligibility for transfer students will be governed according to OSAA rules and guidelines.

Receiving schools will be notified of IDEA eligibilities, to include IDEA referrals, for all students requesting a transfer. The IEP team(s) will review the student's IEP to insure program delivery in the new setting.

Appeals for reconsideration of transfers which have not been approved will follow the public complaints Board policy, KL.

¹As used in this document, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300-125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-0005(18).