

**Greater Albany SD 8J**  
**Administrative Regulation**

Code: **JECC-AR(2)**  
Adopted: 3/12/01  
Readopted: 10/2001; 12/13/04; 8/13/07;  
2/28/11; 2/23/15; 1/11/16  
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 complete an electronic In-District Transfer application.

There will be two transfer windows where applications are accepted for the next school year.

1. January - February first window.
2. July second window.

There will be one transfer window where applications are accepted for a semester transfer.

1. November 15 - December 31

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.
5. Students who have a sibling currently 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 outside of the established transfer windows; 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.

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 in-district transfer requests for the ensuing year which are submitted during the second window in July 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.

A student, attending on an In-District Transfer, whose legal resident changes, may complete a mid-year move transfer application.

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 which cause a class to be overcrowded should not be approved.

Principals may meet with district staff to review and discuss pending student transfers prior to parent notification. The Assistant Superintendent or designee will be responsible for approving, denying or holding transfer requests.

Unless otherwise noted, when a student transfer is approved, the parent 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:

1. Overcrowding at the requested building;
2. Fails to maintain minimum standards of attendance, behavior, or academics:
  - a. Attendance below 95 percent in a grading period;
  - b. Any behavior that results in suspension or expulsion;
  - c. Grade point average below 2.0.

Final approval for the revocation of a transfer will occur at the District Office level after a review of school efforts to help the student be successful. Revocation will occur at semester break unless otherwise considered to be in the best interest of the student.

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. Students may remain at their current school if it is considered to be in the best interest of the student upon district administrative review.

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.