

Student Transfers

The district recognizes that families may have a variety of reasons for requesting a school transfer. Likewise, the district may choose to place students with specific educational needs at a school other than that of the student's neighborhood boundary. Based on this knowledge, the district invites families to request transfers with the following understanding:

1. Parents will follow the process for requesting transfers described within this document.
2. In most cases and unless specifically stated within this document, transportation is the responsibility of the family.

Timing

During the transfer request periods for grades K-12 online applications are made accessible via the district's website. If parents do not have access to an internet-accessible computer, they may utilize such equipment necessary at either individual school locations or the district office.

1. March 1-March 31. Transfers requests will be made for grades K-12 through the online process. The online process for the following school year will open on March 1 and close on March 31. Kindergartners requesting transfers are required to register at their neighborhood school by March 31. If the number of students seeking transfer exceeds the number of spaces available, an equitable lottery process will be used and a waiting list created.

Students applying for transfers outside of the March 1-March 31 time period are placed at the bottom of the waiting list (if any) in the order their applications are received. No preferential treatment will be provided to in-district students or siblings applying after March 31, unless their sibling has been assigned by the district to a school other than their boundary area school for a specialized education program.

2. During the School Year. After March 31, the school district will review requests using the online process for transfer at the end of the grading period for elementary school or at the end of the first semester for secondary school students. The impact on school budgets, staffing, and programs is considered as these requests are processed. These will be evaluated on a case-by-case basis and must be approved by the assistant superintendent. Transfer requests should be made at least ten days prior to the end of the grading period/semester.

The district reserves the right to make special placement decisions when warranted by special circumstances. As such, transfers initiated by school administrators, in conjunction with the assistant superintendent, may occur and become effective at any time during the school year.

Notification

Each school site, as well as the district office, will be actively involved in notifying parents and the community of the school attendance area and transfer policies and administrative rules. Information related to transfers is made available on the district's website, <http://www.csd509j.net>.

Transfer Request Review Process

1. Applications will be processed at the district level within two weeks after the open transfer request period closes, unless the assistant superintendent determines there are special circumstances calling for a delay.
2. District staff compare the number of requests to the estimated number of openings at each grade level at each facility.
 - a. If requests do not exceed the number of available seats at a particular grade level at a particular facility, transfers typically are approved.
 - b. If there are more students requesting to transfer into a school than there are spaces provided by the enrollment capacity, then a lottery will be used to select students and determine the order of a waiting list.
3. Students in specific/unique situations as described within this administrative regulation generally are considered exceptions to this process and will be granted transfers as noted.
4. When a lottery is necessary, each student applicant will be assigned a randomly generated number. Priority will be given to qualifying students in the following order.
 - a. 509J students with siblings currently attending a transfer school and who will attend with the student already enrolled will be placed first.
 - b. Other 509J students.
 - c. Non-509J students seeking inter-district transfer with siblings currently attending the 509J transfer school and who will attend with the student already enrolled.
 - d. Other non-509J students seeking inter-district transfer.
5. Applicants will be arranged based on the total of their random number assignment plus weighting criteria.
6. Seats will be offered to applicants based on their priority ranking up to the number of available spots at each grade level for each facility. The remaining ranked list of applicants, if any, will serve as a ranked waiting list should future seats become available.
7. In the event that an elementary school exceeds capacity because of growth in the number of neighborhood students, or a secondary school exceeds the limit needed to balance student population, the district may choose not to maintain a waiting list until such time when transfers will be accepted.

8. Multiple birth siblings (twins, triplets, etc.) are treated as individuals during the lottery process. If one sibling is offered a seat and the others are offered a position on the waiting list, parents may choose to accept the seat offered to one while the siblings remain at the neighborhood school. If parents decline the one seat, however, in preference of keeping the students together, all siblings then would be placed on the waiting list at the position held by the first sibling not offered a position. Should open seats become available, this process will repeat.
9. The district will notify families of their acceptance, denial, or wait-list status as soon as the lottery process has been completed.

Admission of Nonresident Students

Admission of nonresident students is contingent upon written consent of the affected school boards. Once offered a seat by the Corvallis School District, parents of students from outside the 509J district boundary area must also receive consent from their resident school district. Once approved by their local school district, the interdistrict transfer request is reviewed by the appropriate 509J principal before being submitted to the assistant superintendent's office for final review and processing. (See also Board Policy JECB-Admission on Non-Resident Students.)

The Board may, based on district criteria, deny regular school admission to nonresident students who are under expulsion from another district.

Conditions of the Transfer and Revocation Process

1. Once approved, a transfer ordinarily will remain in effect until the student completes grade 5, 8, or 12 (the highest grade at that school). When a student is promoted to a higher level grade outside the attending school, the student will enroll in the school in the attendance area in which his/her parents reside until a new transfer request is submitted and approved.
2. Minimum standards for behavior and attendance must be maintained in order for a student to remain enrolled in the transfer school. Before revoking a transfer, the current school principal will include the assistant superintendent and the principal of the home school to discuss best placement. A nonresident student attending on an interdistrict transfer will be asked to return to their resident school district.
 - a. A student must maintain an average daily attendance rate of 94 percent. At the end of each semester, attendance will be reviewed and nonattendance warnings issued. Failure to maintain a 94 percent attendance rate in the following semester will result in revocation of the student's transfer request at the end of the semester.
 - b. A student shall comply with the district's policies, administrative regulations, school, and classroom rules. Discipline violations resulting in a second suspension or expulsion will result in immediate revocation of the student's transfer request.
3. In the event that an elementary school exceeds capacity because of growth in the number of neighborhood students, a previously approved transfer may be revoked before school starts or at the end of a school year. Transfers will be revoked first for out-of-district students, and their siblings if applicable and then for in-district students. Students (together with their siblings) who have exited a district program but who remain at that school will be the last to have their transfers revoked due to overcrowding. These students will be relocated to another district school.

4. Parents may request that a transfer be rescinded by submitting a written request to the building principal, which will then be submitted to the assistant superintendent's office for final review and processing.
 - a. Such requests will be effective at the end of the grading period for elementary school students and at the end of the semester for middle and high school students unless the assistant superintendent and the principals involved agree to implement the request sooner due to exceptional circumstances.
 - b. Transfers back to the home school during the school year will be subject to the enrollment capacity in a grade or at the school.
 - c. To ensure continuity for a student's education, the district reserves the right to deny more than one transfer request at each school level within a two-year period.
5. Students who transfer high schools will be eligible to participate in interscholastic athletics in accordance with procedures established by the OSAA. The procedures are intended to prohibit recruiting of athletes without unjustly penalizing students. The procedures in no way are to be interpreted as condoning the recruitment of any athlete from one high school to another since recruitment is a clear violation of the intent of this administrative regulation. Students and their families are responsible for ensuring their students meet OSAA transfer regulations.

Students Who Move to Another Boundary Area

Students who have moved from the attendance area of their current school may choose to remain and complete the highest grade at that school providing that they resided in that attendance area for a minimum of one school year prior to moving and providing that their new residence is still in the Corvallis School District. Students whose legal residence changes to a different school district during the school year may complete the school year in the Corvallis School District.

1. Parents will follow the process for requesting in-district transfers described within this document.
2. Students whose legal residence changes to a different school district may apply for an interdistrict transfer for the following school year.
3. Transportation will be the responsibility of the family.

Students on Extended Leave or Sabbatical from a Transfer School

When a currently enrolled family on transfer takes an extended leave (sabbatical or other out-of-town absence), the students of the family may have special consideration as described below for re-enrolling at their transfer school upon return provided:

1. The student previously attended the school for at least one full school year,
2. The family extended leave lasted no longer than one school year in duration.

1. Parents must complete an Extended Leave Application form (available at each school location and the district office) prior to leaving.
2. In preparation for their return, parents will follow the process for requesting in-district transfers through the open online transfer request process described within this document.
3. Students meeting the requirements of this section will be given priority weighting during the transfer process; if the requirements of this section are not met, this priority will be rescinded and their application will be processed as any other.
4. Transportation will be the responsibility of the family.

Students Assigned by the District and Siblings of Students Assigned by the District to a School Other than their Boundary School for Specialized Educational Programs

Siblings of students assigned to specialized programs are eligible for transfer to the school to which their sibling currently is enrolled.

1. Specialized programs include, but may not be limited to, Life Skills, Transition, and English Language Learners (ELL).
2. If the student receiving specialized student services separates from the specialized program, the student, and his/her siblings, will return to their neighborhood school at the end of the school year. Parents may choose to request a transfer through the process outlined in this document should they wish to continue enrollment at the school where the district program is located. These applications will be processed through the regular transfer request procedure. Transportation will be the responsibility of the family, except in situations where space may be available on a district bus that travels an appropriate route.

The Life Skills program is designed to provide the best environment for the unique educational needs for children with disabilities. If a student who has been placed by the district in a Life Skills program separates from the program, the student and siblings have the option of staying through the highest grade offered at that school. For tracking purposes, parents will be asked to complete a transfer request form.

3. In determining the placement for a child with a disability, the placement decision is made by the IEP team and is made in conformity with the Least Restrictive Environment (LRE) provisions of OAR 581-015-2240 to 581-015-2255. Unless the IEP of a child with a disability requires some other arrangement, the child is to be educated in the school that he or she would attend if nondisabled.
4. Siblings of students with placement in specialized programs will be treated as boundary area students at the school where the specialized program is housed while their sibling is attending that school. While a student is assigned to a specialized program, parents may choose to have siblings follow that student's pathway from elementary, to middle, to high school.

For tracking purposes, parents will follow the process for requesting in-district transfers described within this document, citing the student's status as a sibling of a student assigned to a specialized program on their application materials. Once approved, a transfer ordinarily will remain in effect until the student completes grade 5, 8, or 12 (the highest grade at that school). If the district

currently provides transportation for the student in the specialized program, transportation may be provided to the sibling as long as space is available and the schedule is consistent with regular routing of the district or the specialized transportation arranged for the sibling assigned to a specialized program.

The goal of these administrative regulations is to keep all children in a family together as they progress through the grades. If students from the same family will not be attending a school simultaneously, a transfer request to attend a school previously attended by a student and their siblings will be approved if it keeps siblings attending the same school pathway. In the event a sibling is not attending a school concurrently with the student placed in a specialized program, the school administrator may revoke the transfer for reasons such as erratic attendance, unsatisfactory academic performance, or substantial misconduct.

Appeals Process

Parents may appeal a transfer denial or wait list placement if they believe there are special circumstances that the district should consider. Appeals are to be made in writing to the assistant superintendent and must contain the following elements to be considered:

1. Name of the student
2. Grade level of the student at the time the transfer is to be effective
3. Effective date (term and academic year) of the transfer
4. School from which transfer is requested
5. School/program to which transfer is requested
6. Parent's name and contact information
7. Description of the special circumstances, including any necessary or appropriate supplemental materials.

The assistant superintendent will investigate each situation and notify the parent of his/her decision in writing. Decisions regarding transfer requests made by the assistant superintendent will be final.