

## 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 allows 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 to receiving schools is the responsibility of the family.

### Timing

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

**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 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 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.

**During the School Year.** Transfer requests made during the school year will be evaluated on a case-by-case basis. Both school administrators, parents, and the student will meet to discuss the reasons for requesting the transfer and weighing the benefits of the transfer for the student. The impact on school budgets, staffing, and programs is considered as these requests are processed.

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.

## **Transfer Request Review Process**

1. Applications will be processed by the district within 30 days after the open transfer request period closes, unless the assistant superintendent determines there are special circumstances calling for a delay.
2. 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.
3. 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. Corvallis School District (CSD) students with siblings currently attending a transfer school and who will attend with the student already enrolled.
  - b. Other CSD students.
  - c. Non-CSD students seeking interdistrict transfer with siblings currently attending the CSD transfer school and who will attend with the student already enrolled.
  - d. Other non-CSD students seeking interdistrict transfer.
4. 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.
5. 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 populations, the district may choose not to maintain a waiting list until such time when transfers will be accepted.
6. 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 next sibling not offered a position.
7. The district will notify families of their acceptance, denial, or wait-list status as soon as the transfer request process has been completed.

## **Admission of Nonresident Students**

Request for admission is made through the district's online transfer application process during the month of March. An interdistrict transfer form (from the resident district) must be completed, submitted, and approved by the resident school district in order for the student to be released to attend Corvallis schools. Admission must be approved by the assistant superintendent or designee. Decisions regarding transfer requests made by the assistant superintendent will be final.

Students receiving consent for admission may remain in the district until they finish the highest grade level in the school. The student will not need to seek permission more than once from the same district of origin to transfer to this district. When a student is promoted to a higher grade outside the attending school, the student may submit a new online transfer request for the next school level during the month of March.

The Board may deny regular school admission to nonresident students who are under expulsion from another district for a weapons policy violation.

### Conditions of the Transfer and Revocation Process

1. Once approved, a transfer ordinarily remains in effect until the student completes grade 5, 8, or 12 (the highest grade at that school). For intradistrict transfers, when a student is promoted to a higher grade level 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. Nonresident students may continue enrollment in the district but need to submit an online transfer request for approval to the next school level during the month of March.
2. Minimum standards for behavior and attendance must be maintained for a student to remain enrolled in the transfer school. Before revoking a transfer, the transfer school principal will include the assistant superintendent and the principal of the home school to discuss best placement. If a transfer is revoked, a nonresident student attending on an interdistrict transfer will be asked to return to their resident school district.
  - a. Administration will review behavior and attendance data for intradistrict and interdistrict transfer students during the school year. Behavior will be reviewed each semester (18 weeks) and attendance each quarter (nine weeks). Students will continue to qualify for their transfer status when the following criteria are met.
    - (1) **Attendance.** Students must have 80 percent attendance each of the four quarters of the school year. Each quarter attendance will be reviewed, and if a student does not have 80 percent attendance, the student will be put on a nine-week probation period. After the probation, administration will again check attendance. If the student has 80 percent attendance, the student will be taken off probation. If the student does not have 80 percent attendance after the 90-day probation, the student's transfer will be revoked. Students with a chronic illness caused by a medical condition that has been verified by a medical professional are exceptions to this attendance requirement.
    - (2) **Behavior.** A student shall comply with the district's policies, administrative regulations, school, and classroom rules.
      - (a) Level 1 – For purposes of this transfer policy, if there is a major referral for any of the following offenses, the student will automatically be on probation for one calendar year from the date of the offense. If another offense happens during the calendar year, the student's transfer will be revoked. Nothing in this policy will limit school administrators from imposing other consequences as provided in school and district policies.
        - (i) Fighting.
        - (ii) Weapons.
        - (iii) Physical sexual offenses.
        - (iv) Arson.
        - (v) Distribution of controlled substance.
      - (b) Level 2 – If there is a major referral for any of the following offenses, the student will automatically be put on a 90 calendar day probation (within the school year).

If another major offense occurs during the 90-day probation, the student's transfer will be revoked.

- (i) Possession of Drugs/Tobacco/Alcohol.
- (ii) Offensive language/actions against any protected group.
- (iii) Profanity directed toward a staff member.
- (iv) Harassment/bullying/intimidation in any form.

3. In the event 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 interdistrict students and their siblings, if applicable, and then for intradistrict 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 from Attendance 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.

Students whose legal residence changes to a different school district during the school year may complete the school year at their current school. Students who move during the summer to a different school district may still attend school in the Corvallis School District the following school year. Thereafter, students may apply for an interdistrict transfer to continue enrollment.

1. Parents will notify the school in writing of their address change and their request for a continuation at the school. The school will forward the parent's written request to the assistant superintendent.
2. Transportation will be the responsibility of the family.

## **Students on Extended Leave or Sabbatical from a Transfer School**

1. 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:
  - a. The student previously attended the school for at least one full school year.
  - b. The family extended leave lasted no longer than one school year.
2. Parents must complete an Extended Leave Application form (available at each school location and the district office) prior to leaving.
3. 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.
4. 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.
5. 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 their sibling attends. Specialized programs include, but may not be limited to, Life Skills, Dual Immersion, and Emergent Bilinguals.

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. If the child with a disability is placed in a specialized program, parents may choose to have siblings follow that student's pathway from elementary, to middle, to high school.

Students participating in a Dual Immersion program at the elementary level may continue in the program at Linus Pauling Middle School and Corvallis High School; a transfer request is not necessary.

When a language placement is made for an Emergent Bilingual student at the elementary level, a transfer request is not necessary.

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.

## **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.