

### **Assignment of Students to Schools**

Attendance areas are established for all schools in the district. Students are expected to attend the school serving the place of residence of their parents/guardians, or in the case of emancipated students, where the student resides. However, when overcrowding exists or a different school placement is considered to be in the best interest of the student, a student can be assigned to a different school.

The district believes, however, in the concept of open enrollment and that parents (and emancipated students) should have the opportunity to request the school the student attends. Therefore, the district shall, with limitations, consider transfer requests by parents/guardians (and emancipated students) to attend a school outside the official attendance area in which the student's parents/guardians, or the student, reside.

In conjunction with the concept of open enrollment, school principals shall assist parents/guardians and emancipated students in making an informed decision when a request for transfer is being considered. This assistance is designed to serve as an act of providing information, not as an act to dissuade.

Students who attend a district school identified under the No Child Left Behind Act of 2001 for improvement, corrective action or restructuring may, as required by law, transfer to another public school in the district which has not been identified for improvement. Additionally, students who attend a district school identified as persistently dangerous, or who are victims of a violent criminal offense occurring in or on the grounds of the school the student attends, may transfer to a public school in the district that has not been identified as in need of improvement.

The parent/guardian or emancipated student will be asked to complete a basic application form after which the request will be considered by the administration. Whenever possible, the request will be granted, but only in accordance with established school capacities and with the procedures and special provisions adopted by the district. In instances when it is not possible to grant all the requests for a particular school, a lottery will be conducted to determine which requests are approved.

When a student transfer is approved by the district, the student may continue at the school to which he/she transferred until such time he/she completes that level of instruction provided there is a space available. Should overcrowding occur, transfers will be rescinded in the reverse order of approval date or lottery list by grade. New transfer applications must be submitted and approved prior to student movement to the next level of instruction (from elementary to middle school, and from middle school to high school).

Student transfers may be denied or revoked for the following reasons: overcrowding at the requested building; irregular attendance; chronic tardiness; violation of school rules; failure to make academic progress; or because the student poses a specific threat to the safety of students or staff at the school.

Transportation to the school to which the student will transfer will be the responsibility of the parent/guardian and student. Transportation will be the responsibility of the district for all student transfers approved pursuant to the provisions of the No Child Left Behind Act or state law.

END OF POLICY

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Legal Reference(s):

[ORS 329.585](#)

[ORS 332.107](#)

[OAR 581-021-0045](#)