

**Assignment of Students to Schools**  
(In-district Transfer of Students)

The district believes in the concept of open enrollment and that parents (and emancipated students) should have the opportunity to determine the school the student attends. To make this position operational, the following regulations apply.

**Definition of In-district Transfer**

An in-district transfer is a transfer, requested by a parent who resides in the district, through which a student is allowed to enroll in and attend a school located in an attendance area other than the one in which the parent, or emancipated student, resides.

Parents of students who attend a district school identified under the No Child Left Behind Act of 2001 for improvement, corrective action, restructuring or as persistently dangerous will be provided with written notification from the district (to the extent practicable, in the language the parents can understand) of their students' rights to transfer. This notification will occur prior to the beginning of the school year and will identify each public or private charter school in the district that may be selected for transfer, including the performance of those schools of choice.

**Rationale for Requesting an In-district Transfer**

The district prefers not to identify a list of reasons that are acceptable for in-district transfers. The district believes, in effect, that any reason parents have for requesting an in-district transfer is, for them, an important reason. Nevertheless, for in-district transfers at the elementary school level, parents are expected to contact the principal of the school in which they reside to discuss the reason for their request. Once the matter has been discussed, the principal will sign the request form (indicating only that he/she is aware of the request) and it will be considered in relation to space available at the requested school.

At the middle and high school levels, parents need not furnish a reason for their request nor must they secure the principal's signature. However, requests that appear to be for reasons of preference for one school's athletic program over the others will be carefully reviewed and may be denied.

**Rationale for Approving Requests for In-district Transfer**

As stated in the Board's policy, whenever possible, requests for in-district transfers will be granted, but only in accordance with established school capacities and with the procedures and any special provisions adopted by the district.

The relationship of a student requesting a transfer to a student(s) at the requested school is not a factor in the approval process.

## **Parent Request to Rescind an Approved Request**

Once an in-district transfer has been approved and the student has begun to attend the requested school, a change back to the home school is strongly discouraged and will only be granted under extreme circumstances.

## **In-District Transfer Process During "Window Period"**

Parents desiring an exception to their student's enrollment at the designated neighborhood school will file an In-district Student Transfer Request form with the district.

1. Transfer requests must be submitted during the January 28 through February 28 "window period", will be included in the process defined in this section;
2. Transfer requests submitted outside of the window period will be processed as defined in the section entitled "In-District Transfer Process Outside of "Window Period".
3. The following in-district transfer requests will be given priority:
  - a. 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.
  - b. Students coming from another district school that is identified as persistently dangerous by the Oregon Department of Education, and
  - c. 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. All other valid in-district transfer requests for the ensuing year, which are submitted during the window period, 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 the window period 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.
5. Valid transfer requests will be approved at each school by grade level according to the order in which they appear on the transfer lottery list and as the grade for the school has capacity to receive additional students. The receiving school principal will work with the superintendent's designee to determine recommended capacity following the end of the window period. Data that represents 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 will be used to determine the capacity. Transfers should not be approved which cause a class to be overcrowded.
6. Decisions are made for each school and parents are notified, in writing, of the disposition of their request no later than May 1. If the request has been denied, parents are informed of the reason(s) for the denial. The disposition may be one of the following:

- a. The request is approved;
  - b. The request is denied;
  - c. The request is denied, but upon parent request will be reviewed again at a later date (e.g., later in the spring or as late as the end of the first week of school in the fall). This is common with respect to requests for incoming kindergarten and incoming first grade students because, for these grade levels, it is difficult to determine enrollment numbers in the spring. It is the responsibility of the parent to notify the district of the desire to have their student placed on a waiting list.
7. It is the responsibility of the parents to contact the school in late August for an update on the waiting list.
  8. 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.
  9. 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; or because the student poses a specific threat to the safety of students or staff at the requested school.
  10. 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 would 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.

### **In-District Transfer Process Outside of "Window Period"**

1. **Requests Made During School Year for Immediate Transfer**  
Parents make transfer requests by contacting the principal of a student's home school. The principals of the (resident attendance area school and the requested school) handle individual requests for transfers and make the decision. If the transfer request is approved, all provisions granted to transfers during the "window period" are in effect.
2. **Requests Made Prior to the Start of A School Year**
  - a. All transfer requests received during the request "window period" that remain on a lottery list will be considered prior to outside-the-window requests for the ensuing year.
  - b. Transfer requests made after the January 28-February 28, window period, but prior to the start of the school year, will be considered in the order in which the applications were received.

## **Transportation**

1. The parent is responsible for providing transportation to the school to which the student is approved for transfer. 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.
2. Under very special circumstances, a student living in one school attendance area but attending a school in another attendance area may be allowed access to transportation to the school he/she is attending. Note: This does not mean that routes will be changed to accommodate the student; it simply means that the student may walk to the nearest bus stop in his/her school's attendance area or that parents may drive that student to such a bus stop.