

Gresham-Barlow SD 10

Code: **JECC-AR**
Adopted: 04/25/06
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Assignment of Students to Schools (In-district Transfer of Students)

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.

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.

At the middle and high school levels, 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. The time period is published in school newsletters and on the district website.

1. Transfer requests submitted during the month of March 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.
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. All valid transfer requests submitted after the window period for the ensuing school year will be added to the transfer waiting list at the appropriate school grade.
5. Valid transfer requests will be approved at each school by grade level as the grade for the school has capacity to receive additional students. The receiving 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, with the exception of kindergarten and first grade. 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 completing an In-district Transfer form and submitting it to the district office. The principals of the two schools will be consulted and a decision rendered. The parent will be advised by letter of the decision. The parent reapplies only when the student moves from elementary to middle school or middle school to high school if they have not moved into the school's attendance area..

2. Requests Made Prior to the Start of A School Year

- a. All transfer requests received during the request window period will be considered prior to outside-the-window requests for the ensuing year.
- b. Transfer requests made after the March window period, but prior to the start of the school year, will be considered.

Transportation

1. The parent is responsible for providing transportation to and from the school to which the student is approved for transfer.
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.