

## **Intradistrict Transfer Procedures**

The following procedure will govern consideration of a request by a parent for his/her student to attend a district school other than the one within the student's regular attendance boundary:

### **General Parent/Student Requests for Intradistrict Transfer**

1. Resident students and their parents will be notified on an annual basis of intradistrict transfer options available;
2. Requests to transfer will be considered on a space-available basis and subject to the following criteria:
  - a. The parent has moved and the place of residence is now located outside the attendance boundary of the student's assigned school, but remains within district boundaries and completion of the current school year in the student's school is in the student's best interest;
  - b. There is some other special hardship or detrimental condition affecting the student or his/her immediate family which would be alleviated as a result of the transfer. "Special" means a circumstance or factor not generally applicable to other students or families. "Hardship" and "detrimental condition" apply to any circumstance or factor which has a harmful effect on the student or his/her immediate family, and is not restricted to a financial, educational, safety or health condition.
3. Requests that a student attend a district school other than the student's assigned school within his/her regular attendance boundary must be made by the parent (or emancipated minor or student age 18 or older) and submitted in writing on the Transfer Request Form to the principal or designee of the school the student currently attends, no later than May 15 for Tier I. Tier II applications will occur after May 15. Later requests may be considered in unusual circumstances, at the district's discretion. Written requests must include a clear statement as to how the requested transfer meets district criteria;
4. The building principals of the sending and receiving schools will consult and must mutually agree to the transfer. If either principal objects, the request will be denied;The building principals of the sending and receiving schools will consult and must mutually agree to the transfer. If either principal objects, the request will be denied;
5. The sending school principal or designee will notify the parent that the request has been granted or denied, no later than August 15;

6. Transportation will be the responsibility of the parent. In certain circumstances, district transportation may be appropriately provided, on a space-available basis. Existing bus routes and loading areas will not, however, be disrupted or altered in order to accommodate an intradistrict transfer;
7. In the event building capacity is reached with attendance area residents or students from outside the attendance area who have transferred under provisions of NCLBA, within the first 10 days, transfer students may be asked to enroll in another school or return to their school of origin;
8. An approved transfer granted to a student will not obligate the district to approve subsequent requests from another student in the same family;
9. Student violations of Board policy, administrative regulation or school rules may result in revocation of the transfer at any time at the discretion of the district, in addition to discipline imposed.

### **Public School Choice Transfer Requests**

In the event a district school receiving Title I funds has been identified as in need of improvement, corrective action or restructuring, and there is another school in the district the student may transfer to, such transfers to meet the public school choice requirements of NCLBA will be provided, subject to the following:

1. The district will provide notification to parents of a student attending a school receiving Title I funds, of a student's right to transfer. The notification will:
  - a. Be in writing, provided prior to the beginning of the school year and will be in a comprehensive, easy-to-understand format and, to the extent practicable, in a language parents can understand;
  - b. Inform parents that their student is eligible to attend another public school in the district due to the less than adequate performance of his/her current school;
  - c. Identify each public school in the district, including public charter schools, that the parent may select;
  - d. Explain why the choices made available have been limited including, as applicable, that no choices are currently available; and
  - e. Describe the performance and quality of those schools of choice. Parents may request more detailed information and may ask to see a school's academic report card.

In addition to mailing notices directly to parents, the district will provide information about choice options through such means as newspapers, posters and the Internet.

2. The transfer will be to a safe district school that is making adequate yearly progress and has not been identified as in need of improvement, corrective action or restructuring;
3. Building capacity will not be used as a determining factor in transfer decisions;

4. Priority will be given to the lowest achieving, disadvantaged students<sup>1</sup>, as required by law. A waiting list for all others will be established;
5. When intradistrict transfers are available, more than one district school of choice will be offered, as practicable. Parent preferences will be considered;
6. In implementing its public school choice responsibilities under NCLBA, the district shall not be required to:
  - a. Make alterations in the structure, arrangement or function of a requested school or rooms within a requested school;
  - b. Establish and offer any particular program in a requested school if such program is not currently offered in the school;
  - c. Alter or waive any established eligibility criteria for participation in a particular program including age requirements, course prerequisites and required levels of performance.
7. Requests to transfer must be in writing (standard mail, fax or E-mail) and submitted to the school office in accordance with timelines established by the district. The district will confirm requests. Parents may decline the assigned school;
8. Approved transfers will be made by the district in a timely manner to ensure parents have ample information, time and opportunity to take advantage of the option to choose a different public school for their student while also providing the school with appropriate planning time;
9. The transfer will remain in effect until the student has completed the highest grade in the school;
10. The opportunity to transfer will end when the school is no longer identified for improvement;
11. Transportation will be provided by the district.

In the event there is not another school in the district for the student to transfer because all schools at a grade level are in school improvement, the district will, to the extent practicable, establish a cooperative agreement that would allow interdistrict transfers. If such an agreement is established, transfers to meet the public school choice requirements of NCLBA will be provided in accordance with established Board policy and administrative regulation.

### **Safe Public School Choice Transfer Requests**

In the event a district school is identified by the Oregon Department of Education (ODE) as persistently dangerous, or a student has been a victim of a violent criminal offense while in or on the grounds of a school the student attends, a transfer to meet the safe public school choice requirements of NCLBA will be provided, subject to the following:

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<sup>1</sup> Students may be rank ordered by achievement levels as evaluated by objective educational measures of student achievement at the school or district level. Students may not be rank ordered by parent income.

1. The district will provide notification to parents of all students attending a school identified as persistently dangerous of their student's right to transfer. The notice will:
  - a. Be in writing, provided within 10 school days from the time the district becomes aware that the school has been identified by ODE as persistently dangerous or from the time a parent or student has notified the district that the student has been the victim of a violent criminal offense as defined by ODE;
  - b. Inform parents that their student is eligible to attend another public school in the district due to the identification of the school as persistently dangerous, or inform the parent of a student who has been the victim of a violent criminal offense, as defined by ODE, while in or on the grounds of a school the student attends, that their student is eligible to attend another public school in the district;
  - c. Identify each public school in the district, including public charter schools, that the parent may select;
  - d. Explain why the choices made available may have been limited including, as applicable, that no choices are currently available; and
  - e. Describe the performance and quality of those schools of choice. Parents may request more detailed information and may ask to see a school's academic report card.
2. The transfer will be to a safe district school and to the extent possible, to a district school that is making adequate yearly progress and that has not been identified as in need of improvement, corrective action or restructuring;
3. Requests to transfer must be in writing (standard mail, fax or E-mail) and submitted to the school office for consideration generally no later than 20 school days from the district notice. The district will confirm requests;
4. The district will consider the education needs and preferences of the student and parent. Parents may decline the assigned school;
5. Approved transfers will generally occur within 30 school days from the time the district learns that the school has been identified as persistently dangerous. A student who has been the victim of a violent criminal offense will be transferred as soon as practicable;
6. Transfers may be temporary or permanent but will minimally be in effect as long as the student's original school is identified as persistently dangerous. Transfers for a student who has been the victim of a violent criminal offense will remain in effect until such time as may be appropriate, based on the safety and welfare of the student. The district will consider the educational needs of all transfer students as well as other factors affecting the student's ability to succeed if returned to the transferring school;
7. The district may provide transportation using federal funds or through cooperative agreements with local victims assistance units.

In the event a district school is identified by ODE as persistently dangerous, or a student has been a victim of a violent criminal offense while in or on the grounds of a school the student attends and there is not another school in the district for the student to transfer to, the district may develop an agreement with a neighboring district to accept transfer students. The development of such agreements is at the discretion of the district. Transfer approval will be in accordance with established Board policy and administrative regulation.

### **Special Education and Public School Choice**

The district will ensure that students with disabilities are provided a free appropriate public education (FAPE) in their school of choice, consistent with the Individuals with Disabilities in Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act. In offering choice to students with disabilities, the district may match the abilities and needs of a student with disabilities to the possible schools that have the ability to provide the student with FAPE.

### **Miscellaneous General Provisions for All Transfers**

1. Students who wish to return to their home school or to transfer to a different district school must reapply in accordance with established request procedures.
2. Students granted permission to attend a district school other than the school in their assigned attendance area will have the same curricular and extracurricular status as all other students attending the school, consistent with applicable OSAA rules.
3. Students are expected to preregister and complete final registration and scheduling for the school in their assigned attendance area pending disposition of a transfer request.
4. Students may not sign up for or practice with athletic teams or other activity groups in the school they are requesting to transfer until the transfer is approved.
5. Recruitment of students by district employees is strictly prohibited.
6. Students whose place of residence changes within the district during the school year must notify the district. Students may be required to attend the school of their new attendance area the following year, consistent with NCLBA requirements, unless application is made for transfer.
7. Parents may appeal decisions to deny intradistrict transfer requests to the superintendent and Board, through established district procedures.

### **Record Keeping**

The building principal will maintain a file of all intradistrict transfer requests. A copy will be forwarded to the district office for districtwide data collection purposes.

## Hermiston School S.D. 8R Parent/Guardian Initiated Transfer Request Form

The district is divided into school areas. Students will enroll in the attendance area school of their legal residence unless a request for exception is approved by the administration. All parent/guardian initiated requests require completion of this form annually.

Parents/guardians requesting to enroll their student(s) in another school do so with the understanding:

1. Tier I students will return to their attendance area school the next year. Parents may reapply to the transfer school no later than May 15 requesting to re-enroll for the following year. Tier II applications will occur after May 15.

Consideration for transfer will be based on the following criteria:

- a. Building capacity;
  - b. Grade level capacity/space available;
  - c. Balance of transfer numbers.
2. Attendance area students have priority over Tier I and Tier II students for initial placement. Out of district students are not considered "tiered" students.
  3. Currently enrolled transfer students are considered "Tier I Transfer Students." New transfer request students are considered "Tier II Transfer Students." Tier I students have priority over Tier II students.
  2. In August, transfers will be evaluated based upon student academic needs and the following class sizes:
    - a. 1-20 Kindergarten;
    - b. 1-24 Grades 1-2;
    - c. 1-26 Grades 3-5.

When more requests are submitted than openings, a lottery process will be used to select students. Parents will be notified of their child's status by the building principal prior to the beginning of school. The first 10 days of school will be a probationary period for all transfers due to possible increases of enrollment. After 10 days, a transfer student will be considered an attendance area student for the remainder of the school year if the following requirements are met:

1. Parents will provide a safe and appropriate method of transportation to the school being requested. It shall not be the responsibility of the District to provide transportation.
2. Transfer students must meet all attendance and discipline requirements and demonstrate academic effort. Failure to meet these requirements may result in the student being returned to their attendance area school.

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Student's Name	Grade	Student's Name	Grade
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**I have read and agree to the guidelines as stated above:**

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Parent/Guardian Signature	Address	Phone Number
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Attendance Area School Principal's Signature	Date
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Transfer School Principal's Signature	Date
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