

<p style="text-align: center;">Jefferson County School District 509J</p>

Code: **JECBB**
Adopted: 6/27/05
Readopted: 9/25/06; 7/23/18
Orig. Code(s): JECBB

Intradistrict Transfer Students

Students are generally expected to attend the school in the attendance area in which their parents or legal guardians reside, referred to in this policy as the “home school.” Attendance areas provide a balance among the number of students, available classrooms, and teaching staff. The district strives to assure that the educational programs and opportunities within the district’s schools are comparable. When an undue hardship exists, exceptions will be considered based upon parent/guardian request and/or district need in accordance with these procedures. Transfers in attendance areas may be granted for any of the following:

Placement of Student in District Program

The district chooses to locate a number of district-wide programs at specific schools. Placement in these programs is made in accordance with the student’s educational needs, qualifications, and space available regardless of the student’s attendance area.

District-initiated Transfers

In rare situations, where student enrollment substantially exceeds space and/or staffing available, the district may need to transfer a student to another school. If a transfer is necessary, the district will make every effort to work with parents and/or guardians to assure as smooth a transition as possible. If space becomes available in the student’s home school, a student which is subject to an in-district transfer will have the first right of returning to the home school. The district may provide student transportation to the new school in cases of district-initiated transfers.

Parent-initiated Transfers

A parent/guardian may request a change in attendance area when an undue hardship is placed upon the student or parent to attend their home school. Approval or denial of requests will be made jointly by home school and receiving school principals based upon student needs, space available in the school and the particular grade or program, impact on enrollment balance between the schools, and appropriateness of the program. Student educational and behavioral records may be reviewed. When attendance area changes are granted, student transportation to and from school is the responsibility of the parents. Attendance or tardiness problems may be grounds for revoking the approval. Approved transfers expire at the end of the current school year. Once a student has transferred, he/she must remain at the transfer school for the remainder of that school year.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 339.133](#)

[OAR 581-021-0045](#)

Every Student Succeeds Act, 20 U.S.C. § 7912 (2012).