

Intradistrict Transfer Procedures

Student transfer out of an attendance area may be allowable by district policy. The following steps shall be taken:

1. Parent/guardian shall request student transfer by submitting a completed Attendance Area Change Request form and returning it to the principal of the home school. An individual change request form must be completed for each child;
2. The home school principal will review the request form, confer with the receiving school principal to consider policy guidelines and the undue hardship. The principals will make a joint decision to approve or deny the request, and notify the parent/guardian of their decision;
3. Until the review is completed, and a decision rendered, the student shall attend their home school to remain compliant with Oregon's Compulsory School Attendance statute, ORS 339.020;
4. If approved, the receiving school principal will confirm the decision and schedule an appointment for the parent and student to meet with the appropriate school personnel to complete enrollment and placement;
5. Approved transfers must remain at the transfer school for the remainder of that school year and may continue through the highest grade at that school;
6. If denied, the home school principal will confirm the decision. Parents may appeal to the superintendent. The superintendent may schedule the appeal for a hearing before the School Board.

Determining Residence

For purposes of enrollment, the primary residence of the student must be used. If it is determined that some address other than primary residence has been used for obtaining access to a specific school, then all rights and privileges accorded through this district administrative regulation regarding the choice of school shall be forfeited.

Students designated as homeless under the Every Student Succeeds Act (ESSA) will not be denied or delayed school enrollment due to lack of any document normally required for determining primary residence.