

# McMinnville School District #40

Code: JECBB-AR(2)  
Revised/Reviewed: 12/17/09; 6/26/17  
Orig. Code: JECBB-AR

## District Intra-School Transfer Request Form

The school board establishes school attendance areas. To request a transfer to a different school within the district, complete this form and turn it in to the principal of your resident school. For more information see school board policy JECBB and administrative regulation JECBB-AR.

The following conditions are always in effect:

- Transfers are subject to space available in each grade level and each building.
- Approval must be given by both principals.
- Transportation is the responsibility of the parent.

### PARENT SECTION

Student Name \_\_\_\_\_ Grade in Fall \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_  
School School

Reason for request to transfer: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

### SCHOOL SECTION

**Sending School**       Approved     No Approved

Comment: \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

**Receiving School**       Approved     No Approved

Comment: \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

## **TRANSFERS DUE TO BOUNDARY CHANGES**

### **Elementary Schools:**

1. Students who will be fifth graders in fall of the school year following a boundary change will be allowed to remain at the school they attended in the previous school year. Parents or guardians must submit an Intra-School Transfer Request form to specifically request this placement.
2. Younger siblings of these fifth graders may be eligible to attend the same school as their older siblings, if room allows at their grade level and if parents or guardians submit an Intra-School Transfer Request form.

### **Middle Schools:**

1. Students who will be eighth graders in fall of the school year following a boundary change will be allowed to remain at the school they attended in the previous school year. Parents or guardians must submit an Intra-School Transfer Request form to specifically request this placement.
2. Younger siblings of these eighth graders may be eligible to attend the same school as their older siblings, if room allows at their grade level and if parents or guardians submit an Intra-School Transfer Request form.

## **CRITERIA FOR OTHER STUDENT TRANSFERS**

Students who reside within a school attendance boundary must be accommodated before any student transfers are approved. Applications will be dated as they are received after May 15th and placed in a holding file until processed after August 1. Priority will be applied, in the following order, to fill the slots:

1. A student who has been residing in the attendance area and was previously enrolled in the school but has recently moved from the attendance area.
2. A student who has a brother or sister attending the school on an approved transfer.
3. A student who has not previously attended the school and has no brothers or sisters enrolled in the school.

Additionally, day care will be a consideration for acting on transfer requests for kindergarten students.

Administrative transfer of students may occur when the staff has determined that the educational needs of the student warrant such a placement.

## **REVOCAION OF STUDENT TRANSFERS**

Transfer students shall have all rights of other students in the school. However, intra-school transfers may be revoked under the following conditions:

1. Capacity of the school reached. Transfers may be rescinded by the Superintendent when the school exceeds capacity, but will not normally be rescinded during the current school year.
2. Boundary changes. Transfers may be rescinded by the Superintendent when the District makes boundary changes in order to balance school enrollment.
3. Transportation safety. A transfer may be rescinded if the student is not able to access a safe walking route or a reliable means of transportation to and from school.
4. Student attendance. A transfer may be rescinded if a student has unexcused absences for four ½ days per month or unexcused tardies four times per month.
5. Student conduct. A transfer may be rescinded if the Building Principal determines the student is not making satisfactory adjustment to the school. The Principal will consider, among other indicators, academic standing, attendance and the frequency and severity of disciplinary incidents.