

# McMinnville School District #40

Code: JECBB-AR(1)  
Revised/Reviewed: 8/07; 1/08; 6/26/17  
Orig. Code: JECBB-AR

## Intra-School Transfers

### Procedures to Implement Intra-School Transfer Requests

A parent or guardian desiring a transfer for a student shall complete the district Intra-School Transfer Request and submit it to the resident school principal. Applications for the ensuing school year will be accepted after May 15th. Applications will be processed after August 1st.

Each transfer request shall be signed by the student's parent or legal guardian. Forms are available at each school office and at the office of the superintendent.

"Space available" will be determined by the number of students per class, the total school enrollment relative to school capacity and the annually budgeted class size ratios.

A grade level and/or school shall be closed to student transfers when the school has exceeded its school capacity and/or its annually budgeted class size ratio and/or further growth is anticipated. The superintendent will determine annually which grade levels and/or schools are closed to transfers.

A student will not be permitted to transfer to another school after spring break unless the principals or designees from both schools agree that the change at that late date would be in the best interest of the student. A student will be granted only one transfer during a school year unless both principals agree that another transfer would be in the best interest of the student.

A student who moves from one McMinnville school attendance area to another after February 1st will be permitted to finish the year in the original school without an intra-school transfer.

The district will permit students on an intra-school transfer to ride the district buses. Additional bus stops and/or route changes will not be created for transfer students. If bus transportation is not available, parents or guardians who receive approval for an Intra-School Transfer Request must provide transportation for their student(s).

Once an Intra-School Transfer Request is approved, the student remains a student in the receiving school until:

1. The student returns to his/her resident school by choice.
2. The student enrolls in a school in a different district.
3. The student is required to change schools due to boundary changes.
4. One or more of the conditions outlined in the Revocation of Student Transfers section applies.

## **Transfer Requests Due to Boundary Changes**

If a student is required to change schools due to boundary changes, the following steps must be taken if the parent or guardian wishes the student to remain in his/her current school.

### **Elementary Schools**

1. Students who will be fifth graders in fall of the 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 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 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. When slots become available at the school, but not all requests in the holding file can be honored, 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.

## **Revocation 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 half-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, attendance, academic standing, and the frequency and severity of disciplinary incidents.

Prior to the natural school breaks (winter break, spring break, summer break), at the elementary level, and at the quarter breaks at the middle school level, the building principal will review students on an Intra-School Transfer. In the event the school staff determines that a student on an approved transfer is not meeting one or more of the conditions outlined above, and the revocation of the transfer is warranted, the school staff will provide the parent or guardian with written notice. The written notice shall include the expected conditions the student must meet for the transfer to continue. The following weeks before the next natural break will be considered a probationary period for the student. If the conditions continue to go unmet, the transfer may be revoked at the next natural break.