

Intradistrict Transfer Students

1. **School Choice (Intradistrict transfers pursuant to Oregon Revised Statute (ORS) 339.133(5)(b)).** If the district’s Board has determined to offer admission to nonresident students through the district’s open enrollment procedures for the upcoming school year, a parent or guardian who is requesting to enroll their student(s) in a different school other than the school within the student’s attendance area (Neighborhood School) shall be given first priority to enroll in any school that the district has determined will accept students through open enrollment for the upcoming school year.
The following procedures will govern consideration of such a “school choice” request:
 - a. A parent or guardian will submit a school choice application, on a form designated by the district, requesting to enroll the student in one of the schools that the district has determined will accept students through open enrollment for the upcoming school year. The application must be submitted to the district for approval between March 1 and April 1;
 - b. The superintendent, or the superintendent’s designee, will review the school choice application to determine whether it meets district guidelines and will grant or deny the application according to established Board policy, as set forth in Board policy JECBB, including the implementation of a lottery if the number of requests for a particular school exceeds the number of spaces available. By May 1, the superintendent, or the superintendent’s designee, will notify the parent or guardian, in writing, as to whether the student was selected for enrollment at their school of choice for the coming year.

2. **Criteria-Based Intradistrict Transfers.** The following procedures will govern consideration of an intradistrict transfer request based on one or more of the criteria identified in Section 2.a. of Board policy JECBB:
 - a. A parent or guardian will submit an application for a criteria-based intradistrict transfer, on a form designated by the district, setting forth the applicable criteria under which the transfer is being sought and providing facts or other evidence to support the existence of that criteria.
 - b. The superintendent, or the Superintendent’s designee, will review the application to first determine whether the criteria identified in Section 2.a. of Board policy JECBB have been satisfied.
 - c. If the superintendent or the superintendent’s designee reasonably determines that the criteria in Section 2.a. of Board policy JECBB have not been satisfied, the application will be denied and the superintendent, or the superintendent’s designee, will notify the parent or guardian in writing of the denial.
 - d. If the superintendent or the superintendent’s designee reasonably determines that the criteria in Section 2.a. of Board policy JECBB have been satisfied, the application will then either be approved, approved with conditions, or denied by the superintendent or the superintendent’s designee after consideration of the factors identified in Section 2.b. of Board policy JECBB. The superintendent, or the superintendent’s designee, will notify the parent or guardian in writing of the decision.

3. **Transfers to comply with No Child Left Behind Act.** In the event a resident student's Neighborhood School is identified by the Oregon Department of Education (ODE) as persistently dangerous, or if the student has been the victim of a violent criminal offense while in or on the grounds of the student's Neighborhood School, a transfer to comply with the safe public school choice requirements of the No Child Left Behind Act will be provided, subject to the following.
- a. 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:
 - (1) 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;
 - (2) 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;
 - (3) Identify each public school in the district, including public charter schools, that the parent may select;
 - (4) Explain why the choices made available may have been limited including, as applicable, that no choices are currently available; and
 - (5) 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.
 - b. The transfer will be to a safe district school;
 - c. Requests to transfer must be in writing (e.g., standard mail, fax or email) and submitted to the school office for consideration generally no later than 20 school days from the district notice. The district will confirm requests;
 - d. The district will consider the education needs and preferences of the student and parent. Parents may decline the assigned school;
 - e. 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;
 - f. 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;
 - g. 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 regulations.