

Determination of Attendance Boundaries

The administration considers the following factors in determining whether it shall grant a request for a change in attendance.

Students' Educational Needs

1. Attendance in a school that uniquely meets the student's academic needs.
2. Separation from a school for psychological reasons (as determined by psychological examination.)
3. Separation from a school where the student's established attendance patterns are poor.
4. Separation from a school where the student's behavior patterns are undesirable because of peer associations.

Personal and Family Needs

1. Attendance in or separation from a school where the student's parent is employed.
2. Completion of the school year without changing schools in case of a family change of residence.
3. Continuation in a school after the district has made a change in the school attendance area.
4. Attendance in the same school with siblings when district attendance areas are changed.
5. Attendance in a school to allow the student to hold a job necessary for family support.
6. Attendance in a school where the student resides with a host family due to family emergencies or emotional problems.
7. Desired childcare services are not within the home school attendance area.

Procedure for Original Application of Attendance Area Change

1. Parent obtains form from attendance area school. The principal of attendance area school discusses the transfer request with the parent and the principal of the requested school.
2. The principal of attendance area school recommends approval or denial and sends form to principal of requested school.

3. The requested school principal may meet with the parent. The requested school principal recommends approval or denial.
4. The requested school principal's office distributes copies of the request form and enters information into a database.

Renewal of Approval

1. Approval to attend school outside the assigned attendance area expires at the end of the current school year.
2. Parents/guardians of students who are attending outside their assigned areas shall be notified by letter by May 1 to inform them that the request is for the current year and shall expire at the end of the school year.
3. Applications to continue attendance outside the assigned area for the next school year must be received by May 15.
4. The process outlined in 3 shall be followed except that the principals may or may not meet with parents renewing requests.
5. The district shall act on renewal requests by June 30.

Additional Notes and Consideration

1. No overcrowding shall result from the approval of any transfer.
2. Parents shall provide transportation unless an existing bus route with space available can accommodate the student.
3. If placement is to be determined by space available at the requested school, the student shall report to the home school until a final recommendation can be made by both principals.
4. Applications can be submitted by parent/guardian at any time during the year. Applications submitted during the summer months shall be processed as outlined above in August after the principals return to their buildings. Students shall report to the home school if a final decision has not been made by the start of school.
5. Students at all grade levels are required to complete the formal process to attend school outside of their attendance boundaries.
6. The process may take up to 10 working days.

Newberg School District 29J
Request for Change of School within District Boundaries

Student name _____ Date of application _____
Current age _____ Current grade _____ Request is for 20 ____ -20 ____ School year
From _____ School to _____ School
Parent/Guardian name _____
Present address _____
Home phone _____ Work phone _____
Names and ages of other students living at student's address:
Name _____ Age _____ Name _____ Age _____

1. Parent Reason(s) for this request:

I agree to assume all transportation needs of my student if this change is approved. I recognize that this request is for the above mentioned student and only for the time period indicated. I understand that if this request is approved, my student shall maintain appropriate behavior, attendance and academic performance or risk revocation of the approval.

Signature: _____

2. Recommendation of resident school administrator

Change recommended **Change not recommended**

Signature _____ **Date** _____

3. Recommendation of requested school administrator

Change recommended **Change not recommended**

Signature _____ **Date** _____

<p>4. District office decision</p> <p><input type="checkbox"/> The school change is denied</p> <p><input type="checkbox"/> The school change is approved for the time period of _____.</p> <p>Signature _____ Date _____</p>

White (DO)

Procedure for Application of Attendance Area Change:

1. Parent/guardian obtains form from attendance area school. The principal of attendance area school discusses the transfer request with the parent and the principal of the requested school.
2. The principal of attendance area school recommends approval or denial and sends form to principal of requested school.
3. The requested school principal may meet with the parent. The requested school principal recommends approval or denial. and
4. The requested school office distributes copies of the request form and enters information into a database.

Renewal of Approval

1. Approval to attend school outside the assigned attendance area expires at the end of the current school year.
2. Parents/guardians of students who are attending outside their assigned areas will be notified by letter to inform them that the request is the for current year and will expire at the end of the school year.
3. Applications to continue attendance outside the assigned area for the next school year must be received by May 15.
4. The procedure outlined above will be followed except that the principals may or may not meet with parents renewing requests.
5. The district will act on renewal requests by June 30.

Additional Considerations

1. No overcrowding will result from the approval of any transfer.
2. Parents will provide transportation unless an existing bus route with space available can accommodate the student.
3. If placement is to be determined by space available at the requested school, the student will report to the home school until a final recommendation can be made by both principals and a decision made.
4. Applications can be submitted by parent/guardian at any time during the year. Applications submitted during the summer months will be processed as outlined above in August after the principals return to their buildings. Students will report to the home school if a final decision has not been made by the start of school.

5. Students at all grade levels will have to go through the formal process to attend school outside of their attendance boundaries excluding placement done by school personnel due to academic, overcrowding or transportation situations. These situations will be communicated by memorandum from the superintendent's office.
6. Students who are approved for a transfer must maintain appropriate behavior, attendance and academic performance.
7. Approval for attending a school other than the attendance area school may be revoked at any time.