

Intra-District Transfer

Students will attend the neighborhood school appropriate to the boundaries of the school attendance area in which they legally reside, unless other placement is made by the Instructional Student Support Team, the Special Services Director, or due to extenuating circumstances; or unless an Intra-district transfer is approved.

Parents should register their student in their resident boundary school and request a transfer form from the secretary. The resident school principal must sign and release the student before it can be signed by the new transfer school principal. An additional signature is required if the student is on an Individual Educational Program or on a medical 504 Plan.

Transfer Process

1. Approval will be based on the following conditions:
 - a. Class size
 - b. Attendance History
 - c. Behavior History
 - d. Satisfactory Academic Performance
 - e. Special Existing Conditions
2. Applications for new student transfers may be requested during the registration process. Approval or denials will be made before the first "full day" of school for applicants whose paperwork has been received by the new transfer school principal, with all required signatures, before August 25th.
3. Transfer requests will be approved or denied based on class size at the discretion of the principal who has the ability to appropriately determine the dynamics of each classroom.

Conditions and Guidelines

1. The parent(s) or guardian(s) will be responsible for transportation to and from the requested school. Student arrival and departure times will coincide with the school's bus schedule. Transfers may be revoked if attendance drops below 90%, if the student cannot get to school on time, or if the student is not being picked up promptly after school has been dismissed for the day.
2. Transfer requests for students on an IEP or 504 Plan may only be approved for transfer after consultation between the new transfer school principal and the District's Instructional and Student Support Services Team.

3. Approval must be made by the resident school principal first; if approved it will be forwarded on to the new transfer school principal or designee for final consideration. Approval and denials may be affected by class size, special needs, or any other circumstance that may adversely affect the student or the students in the requested school.
4. Approved transfers become effective at the beginning of the school year, and expire upon withdrawal and enrollment into another school or upon a revocation based on #1 above.
5. Applications for siblings of students approved for transfer in a prior year may submit their requests anytime after May 1st.
6. The Superintendent or designee may place a student in another school or revoke a transfer due to extenuating circumstances or for safety concerns.

Criteria

Requests to transfer will be considered on a space-available basis. Written requests must include a clear statement as to how the requested transfer meets the following District criteria:

1. A financial, educational, safety or health condition affecting the student would likely be improved as a result of the transfer. "Would likely be improved" means it is probable, in the judgment of the District, that the nature and effect of the benefit to be received will be real and meaningful;
2. Attendance at the school is nearer to the parent's place of work or to the location of child care;
3. The parent has moved and the place of residence is now located outside the attendance boundary of the student's current school, but remains within District boundaries and completion of the year at the current school is in the student's best interest;
4. There is some other special hardship or detrimental condition affecting the student or his/her immediate family, which would be alleviated as a result of the transfer. "Special" means a circumstance or factor not generally applicable to other students or families. "Hardship" and "detrimental condition" apply to any circumstance or factor which has a harmful effect on the student or his/her immediate family, and is not restricted to a financial, educational, safety or health condition; or
5. A program/activity is offered only at the receiving school, and/or the parent feels a change in placement would be best for the student.

Public School Choice Transfer Requests

In the event that a school within the District receiving Title I funds has been identified as in need of improvement, corrective action or restructuring, and there is another school in the District the student may transfer to, such transfers to meet the public school choice requirements of NCLB will be provided if space is available.

Transfers will be to a safe District school that is making adequate yearly progress and has not been identified as in need of improvement, corrective action or restructuring. In implementing its public school choice responsibilities under NCLB, the District shall not be required to:

1. Make alterations in the structure, arrangement or function of a requested school or rooms within a requested school;
2. Establish and offer any particular program in a requested school if such a program is not currently offered in the school;
3. Alter or waive any established eligibility criteria for participation in a particular program including age requirements, course prerequisites and required levels of performance.

Denials

Parents may appeal the denial of an intra-district transfer to the superintendent or designee through established District procedures. Denials based on class size may not be appealed.

NORTH SANTIAM SCHOOL DISTRICT 29J
INTRA-DISTRICT TRANSFER REQUEST

Please Print

District Resident School: _____

School Requested: _____ Transfer Year: _____

Parent or Guardian: _____

Address: _____

Phone: _____ Message or Cell: _____

Name(s) of Student(s): _____	Grade _____
_____	Grade _____
_____	Grade _____

Reason for Request: _____

I understand that it is necessary and required for me to assume all responsibility for transportation. I also understand that this transfer may be revoked if there is evidence that my child is not attending school regularly or if there is an issue with tardiness. I will notify the school of an emergency contact within the school's boundaries that my child can be bussed to in the event of an emergency school closure upon enrollment.

Parent/Guardian Signature Date

Principal or Designee of Resident School Date

Principal or Designee of Newly Requested School Date

*Special Education Director Date

Approved

Denied (See Below)

Unable to attend school regularly

Poor behavior based on past history

Class Full

Unable to get to school on time

Other _____

Student on 504 or IEP*