

## **Intradistrict 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 individualized educational program (IEP) 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 percent, 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. 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.

3. 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.
4. Applications for siblings of students approved for transfer in a prior year may submit their requests anytime after May 1st.
5. 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.
6. The student’s parent works within the boundaries of another school within the district and either day care or the proximity of the parent’s work place is a factor.

### **Safe Public School Choice Transfer Requests**

In the event a district school is identified by the Oregon Department of Education (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, a transfer to meet the safe public school choice requirements of NCLBA will be provided, subject to the following:

1. 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:

- a. 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;
  - b. Inform parents that their student is eligible to attend another public school in the 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;
  - c. Identify each public school in the district, including public charter schools, that the parent may select;
  - d. Explain why the choices made available may have been limited including, as applicable, that no choices are currently available; and
  - e. 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.
2. The transfer will be to a safe district school;
  3. Requests to transfer must be in writing (standard mail, fax or e-mail) and submitted to the school office for consideration generally no later than 20 school days from the district notice. The district will confirm requests;
  4. The district will consider the education needs and preferences of the student and parent. Parents may decline the assigned school;
  5. 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;
  6. 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;
  7. 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 regulation.

## **Special Education and Public School Choice**

The district will ensure that students with disabilities are provided a free appropriate public education (FAPE) in their school of choice, consistent with the Individuals with Disabilities in Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act. In offering choice to students with disabilities, the district may match the abilities and needs of a student with disabilities to the possible schools that have the ability to provide the student with FAPE.

## **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 (SCHOOL TO SCHOOL) TRANSFER REQUEST**  
PLEASE PRINT

District Resident School: \_\_\_\_\_

School Requested: \_\_\_\_\_ Transfer Year: \_\_\_\_\_

Parent or Guardian: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ 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)
- |  |  |
|--|--|
| <input type="checkbox"/> Unable to attend school regularly | <input type="checkbox"/> Poor behavior based on past history |
| <input type="checkbox"/> Class Full                        | <input type="checkbox"/> Unable to get to school on time     |
| <input type="checkbox"/> Other:                            | <input type="checkbox"/> Student on 504 or IEP *             |