

## **Procedures for Interdistrict Transfer of Resident Students**

The following procedures will govern consideration of a request by a student who resides within district boundaries and who is requesting approval for a transfer to attend school in another district:

1. A parent will request the release of his/her student by completing the appropriate district forms;
2. The completed form must be submitted to the district office;
3. The Board chair or superintendent or designee will grant or deny the request for release according to established Board policy criteria and notify the parents in writing of his/her decision within 15 calendar days;
4. If the release is granted by mutual consent of the resident and nonresident districts, the resident district will make necessary arrangements for the transfer of the student's education records;
5. If the request for release is denied, parents will be notified of the right to appeal the decision to the Board, by sending a written request to the superintendent or designee within 10 calendar days;
6. The Board will hear the appeal at its next regularly scheduled Board meeting;
7. A final decision will be made by the Board within 31 calendar days following the Board hearing. The Board's decision will be communicated to the parent in writing.

### **Requests for Interdistrict Transfer (Open Enrollment – Requiring the consent of only the attending district)**

A student who resides within district boundaries may make a request to attend school in another district that agrees to accept the student. The agreement will be by written consent of the attending district only whereby the student becomes a "resident student" of the attending district, allowing the attending district to receive State School Funding. The student who resides within the district must complete the application process in the district in which the student wishes to attend.

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

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.

### **Record Keeping**

A file of all interdistrict transfer requests will be maintained at the district office.