

Admission of Non-Resident Students

1. By June 1 of each year, the principals will establish an approximate number of non-resident students their respective buildings can accommodate for the following school year.
2. The amount of tuition will be established by July 1 of each year. Non-resident students will not be admitted without tuition with the exception of students who become “resident pupils” by written consent of affected school districts and qualified foreign exchange students (see policy JECBA, JECBA-AR).
3. The petition for admission must go through the principal’s office to the superintendent’s office.
4. Student educational records will be obtained and reviewed.
5. Initial admission and annual renewal must be approved by the superintendent.
6. A written appeal for a denied request may be made to the Board whose decision, based upon review, will be final.
7. Assumption of transportation responsibilities of accepted students will be by the parent unless special arrangements and/or costs are included in an agreement.
8. Approved requests will result in a mutual tuition agreement between the parties. A mutual agreement signed by both affected districts (form following) will be filed with the business service department for billing and payment control if student is tuitioned.
9. The business department shall prepare bills for all tuitioned students, and any student whose tuition remains unpaid 15 days after presentation of bills shall be excluded; the superintendent may grant additional time for payment should circumstances warrant it.
10. Students will not be subject to the superintendent’s annual review after the sophomore year; however, the superintendent or his/her designee may rescind a transfer agreement at any time if a student does not comply with the district discipline codes or if he/she fails to show adequate academic progress. In addition, there must be an ongoing positive relationship between the parent(s)/guardian(s) and the school that enhances the probability of success for the transfer student, the other students in the school and the teacher(s).
11. The school district will not provide funding for special program placements for those students who become resident pupils by written consent of affected school districts.

SILVER FALLS SCHOOL DISTRICT 4J
1456 Pine Street
Silverton, OR 97381-1377
Telephone: 503-873-5303 Fax: 503-873-2936
NON-RESIDENT TRANSFER REQUEST FORM
(Must be completed and on file for every student)

To Be Completed By Parent/Guardian:

From: _____ Date: _____ School Year: _____
Resident School

To: _____
Requested Non-Resident School District Requested Non-Resident School

Name of Student: _____
Please Print Clearly

Student's Date of Birth: _____ Grade: _____

Address: _____
Street City Zip

Mailing Address: *(If different from above)* _____
P.O. Box/Street City Zip

Phone: Home () _____ Work () _____

Cell Phone: () _____

Name of Petitioner: _____
Parent/Guardian - Please Print Clearly

Reason for Petition: _____

- Attach a copy of the most recent report card and/or transcript from school student has been attending.
- Attach documentation that verifies current address and phone number (documentation may include utility bills, phone bills, etc.).
- Student requires no specialized services or
- Student requires specialized services (check below):
 - TAG ELL (ESL or ETP) Other – please describe: _____
 - Special Education Alternative Education _____
 - Section 504 _____
 - Teen Parent _____
- Has student ever been suspended? Yes No
If yes, reason: _____

Has student ever been expelled? Yes No
 If yes, reason: _____

Parents are reminded that this transfer application, if approved, will allow the student to complete an academic transfer, but does not guarantee eligibility to participate in competitive interscholastic activities at the receiving school. Competitive eligibility is determined by Oregon School Activities Association (OSAA) rules. If you have questions about OSAA eligibility, contact the building administrator at the receiving school prior to completing this transfer.

I understand that it is necessary and required for me to assume all responsibility for transportation. I also understand that this agreement may be revoked at any time due to attendance or behavior or lack of academic effort. I further understand that for this non-resident transfer to continue, there must be an ongoing positive relationship between the parent(s)/guardian(s) and the school that enhances the probability of success for the transfer student, the other students in the school and the school staff. In addition, I authorize the release and exchange of confidential information regarding the student named.

Parent/Guardian Signature

Date

Resident School	
<i>Office Use Only:</i>	
Documentation Verified: _____ (Initials/Date)	Special Services: _____ (Initials/Date)
OFFICIAL USE ONLY	
_____ Approved	
_____ Denied	
_____ Reason/Comment: _____	
Superintendent's Signature: _____	Date: _____

Receiving School District	
<i>Office Use Only:</i>	
Documentation Verified: _____ (Initials/Date)	Special Services: _____ (Initials/Date)
OFFICIAL USE ONLY	
_____ Approved	Additional Service Cost Above ADMw _____
_____ Denied	<input type="checkbox"/> Annual Billing <input type="checkbox"/> Biannual Billing
_____ Reason/Comment: _____	
Superintendent's Signature: _____	Date: _____

SILVER FALLS SCHOOL DISTRICT 4J

MUTUAL AGREEMENT GUIDELINES FOR ADMISSION OF NON-RESIDENT STUDENTS

1. Requests for a mutual agreement for a non-resident student desiring to transfer to the Silver Falls School District must originate in the district in which the student currently resides.
2. Silver Falls School District, in addition to an approved request from the resident district, must receive a letter from the parent stating the specific reasons for the request. This letter must be mailed to the District Office; Attention: Superintendent's Secretary; 1456 Pine Street; Silverton, OR 97381.

For K-8 Schools Only: Once Steps 1 and 2 above are completed, a copy of the request form and letter will be forwarded to the affected principal(s) for their consideration. Once the principal(s) acts, the form should be returned to the superintendent's secretary. The superintendent will make the final decision. Should principals need additional information before acting, they are to call the prospective student's school and/or parents.

Silverton High School Only: Before a decision is made by the Silver Falls School District, the following information must be received in addition to that required in Steps 1 and 2 above.

3. A copy of the student's most recent report card and/or transcript from the school the student has been attending.
4. Documentation showing the student's attendance record for the previous school year. This information is often found on report cards and/or transcripts.
5. A letter or some other documentation from a person at the school the student has been attending who knows the student and can attest to the student's character, social behavior, citizenship while attending school, etc.

Once Items 1-5 are received by the superintendent's secretary, they will be forwarded to the principal of Silverton High School. As soon as the principal acts, all documents are to be returned to the superintendent's secretary. The superintendent will make the final decision on the request.

Parents of high school children are reminded that a mutual agreement, if approved, will allow the student to complete an academic transfer, but it does not guarantee eligibility to participate in competitive interscholastic activities at the receiving school. Competitive eligibility is determined by Oregon School Activities Association (OSAA) rules. If you have questions about OSAA eligibility, contact the principal or athletic director at Silverton High School prior to completing the transfer.