

## **Intradistrict Transfer Procedures**

The following procedure will govern consideration of a request by a parent for his/her student to attend a district school other than the one within the student's regular attendance boundary:

### **General Parent/Student Requests for Intradistrict Transfer**

1. Resident students and their parents will be notified on an annual basis of intradistrict transfer options available.
2. Intradistrict transfers will take priority over interdistrict transfers.
3. Requests to transfer will be considered on a space-available basis and subject to a financial, educational, safety or health condition affecting the student would likely be improved as a result of the transfer, as determined by the superintendent or designee.
4. Requests that a student attend a district school other than the student's assigned school within his/her regular attendance boundary must be made by the parent and submitted in writing on forms provided by the district to the principal or designee of the school the student currently attends, no later than July 1. Later requests may be considered at the district's discretion. No transfer requests will be considered between July 1 and August 1. Written requests must indicate how the requested transfer meets district criteria. An approved transfer request application must be signed first by the attendance area principal before consideration by the principal of the requested school.
5. The building principals of the sending and receiving schools will consult and must mutually agree to the transfer. If either principal objects, the request will be forward to the superintendent for a final decision. All transfer requests are to be reviewed and either denied or approved by the superintendent.
6. The superintendent or designee will notify the parent in writing that the request has been granted or denied.
7. Transportation will be the responsibility of the parent. In certain circumstances, district transportation may be appropriately provided, on a space-available basis. Existing bus routes and loading areas will not, however, be disrupted or altered in order to accommodate an intradistrict transfer.
8. Once a student transfer is approved, the district will, to the extent practicable, continue the student in the receiving school through the highest grade in that building, subject to the right of residents of the attendance area to attend their assigned school. A student approved for transfer to Robert Frost, Mark Twain or Silverton Middle School, will to the extent practicable, continue through grade 8. Approved transfers will be reevaluated at the conclusion of each school year by the building

principal of the receiving school. Continuation of the transfer may be denied based on such considerations as space limitations, student behavior or attendance.

9. In the event building capacity is reached with attendance area residents, transfer students may be required to enroll in another school or return to their school of origin.
10. The district shall give priority to siblings of the previously approved transfer students attending the school.
11. Student violations of Board policy, administrative regulation or school rules may result in revocation of the transfer at any time at the discretion of the district, in addition to discipline imposed. In addition, if there is not an ongoing positive relationship between the parent(s)/guardians(s) and the school that enhances the probability of success for the transfer student, the other students in the school and the school staff, the transfer agreement may be revoked.

### **Special Education**

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.

### **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 ESSA 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 school in the district;
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.

#### **Miscellaneous General Provisions for All Transfers**

1. Students who wish to return to their home school or to transfer to a different district school must reapply in accordance with established request procedures.
2. Students granted permission to attend a district school other than the school in their assigned attendance area will have the same curricular and extracurricular status as all other students attending the school.
3. Students are expected to preregister and complete final registration and scheduling for the school in their assigned attendance area pending disposition of a transfer request.
4. Students may not sign up for or practice with athletic teams or other activity groups in the school they are requesting to transfer until the transfer is approved.
5. Recruitment of students by district employees is strictly prohibited.

6. Students whose place of residence changes within the district during the school year must notify the district. Students may be required to attend the school of their new attendance area the following year, unless application is made for transfer.
7. Parents may appeal decisions to deny or revoke intradistrict transfer requests to the Board, through established district procedures.

### **Record Keeping**

The school principal will maintain a file of all intradistrict transfer requests. A copy will be forwarded to the district office for districtwide data collection purposes.