

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. Requests to transfer will be considered on a space-available basis and subject to the following criteria:
 - a. 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.
 - b. Attendance at the school is nearer to the parent's place of work or to the location of childcare.
 - c. The parent has moved and the place of residence is now located outside the attendance boundary of the student's assigned school, but remains within district boundaries and completion of the current school year in the student's school is in the student's best interest.
 - d. 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.
 - e. A program/activity is offered only at the receiving school.
3. 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 May 1. Later requests may be considered at the district's discretion. Written requests must indicate how the requested transfer meets district criteria.

4. 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.
5. The superintendent or designee will notify the parent in writing that the request has been granted or denied.
6. 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.
7. 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 and students exercising school choice options under NCLBA. A student approved for transfer to Eugene Field, Robert Frost or Mark Twain, 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, attendance, academic performance or failure to continue an educational program for which the transfer request was originally approved.
8. In the event building capacity is reached with attendance area residents or students from outside the attendance area who have transferred under provisions of NCLBA, transfer students may be required to enroll in another school or return to their school of origin.
9. An approved transfer granted to a student will not obligate the district to approve subsequent requests from another student in the same family; however, to the extent practicable, the district will make an attempt to honor such requests.
10. 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.

Public School Choice Transfer Requests

In the event a district school 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 NCLBA will be provided, subject to the following:

1. The district will provide notification to parents of a student attending a school receiving Title I funds, of a student's right to transfer. The notification will:

- a. Be in writing, provided prior to the beginning of the school year and will be in a comprehensive, easy-to-understand format and, to the extent practicable, in a language parents can understand.
- b. Inform parents that their student is eligible to attend another public school in the district due to the less than adequate performance of his/her current school.
- c. Identify each public school in the district, including public charter schools, that the parent may select.
- d. Explain why the choices made available have been limited including, as applicable, that no choices are currently available.
- 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.

In addition to mailing notices directly to parents, the district will provide information about choice options through such means as newspapers, posters and the Internet.

2. The transfer 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.
3. Building capacity will not be used as a determining factor in transfer decisions.
4. Priority will be given to the lowest achieving, disadvantaged students¹, as required by law. A waiting list for all others will be established.
5. When intradistrict transfers are available, more than one district school of choice will be offered, as practicable. Parent preferences will be considered.
6. In implementing its public school choice responsibilities under NCLBA, the district shall not be required to:
 - a. Make alterations in the structure, arrangement or function of a requested school or rooms within a requested school.
 - b. Establish and offer any particular program in a requested school if such program is not currently offered in the school.
 - c. Alter or waive any established eligibility criteria for participation in a particular program including age requirements, course prerequisites and required levels of performance.

¹Students may be rank ordered by achievement levels as evaluated by objective educational measures of student achievement at the school or district level. Students may not be rank ordered by parent income.

7. Requests to transfer must be in writing (standard mail, fax or E-mail) and submitted to the school office in accordance with timelines established by the district. The district will confirm requests. Parents may decline the assigned school.
8. Approved transfers will be made by the district in a timely manner to ensure parents have ample information, time and opportunity to take advantage of the option to choose a different public school for their student while also providing the school with appropriate planning time.
9. The transfer will remain in effect until the student has completed the highest grade in the school.
10. The opportunity to transfer will end when the school is no longer identified for improvement.
11. Transportation will be provided by the district.

In the event there is not another school in the district for the student to transfer because all schools at a grade level are in school improvement, the district will, to the extent practicable, establish a cooperative agreement that would allow interdistrict transfers. If such an agreement is established, transfers to meet the public school choice requirements of NCLBA will be provided in accordance with established Board policy and administrative regulation. Transportation will not be provided by the district.

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.

- 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 and to the extent possible, to a district school that is making adequate yearly progress and that has not been identified as in need of improvement, corrective action or restructuring.
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. Transportation will not be provided by the district.

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.

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, consistent with NCLBA requirements, 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.

**SILVER FALLS SCHOOL DISTRICT
IN-DISTRICT TRANSFER REQUEST**

DATE _____

SCHOOL YEAR FOR INITIAL REQUEST _____

STUDENT NAME (**Please print clearly**) _____

DATE OF BIRTH _____ GRADE FOR INITIAL YEAR REQUESTED _____

RESIDENT SCHOOL _____ SCHOOL REQUESTED _____

REASONS FOR REQUESTING THIS TRANSFER _____

PLEASE IDENTIFY THE SPECIAL SERVICES YOUR CHILD RECEIVES

SECTION 504 SP. ED. TAG ELL OTHER

I HAVE READ THE PROCEDURES ON THE REVERSE SIDE OF THIS PAPER

PARENT'S SIGNATURE _____ DATE _____

PARENT'S NAME (**Please print clearly**) _____

HOME ADDRESS (**Please print clearly**) _____

MAILING ADDRESS (*If different than home address*) _____
Street City Zip Code

MAILING ADDRESS (*If different than home address*) _____
P.O. Box City Zip Code

HOME PHONE _____ WORK PHONE _____

CELL PHONE _____

RESIDENT PRINCIPAL'S RECOMMENDATION:

COMMENTS:

MARK CRITERIA (SEE BACK)

___ 3A ___ 3B ___ 3C ___ 3D ___ OTHER

___ YES ___ NO DATE: _____

RESIDENT PRINCIPAL: _____

RECEIVING PRINCIPAL'S RECOMMENDATION:

COMMENTS:

___ YES ___ NO DATE: _____

RECEIVING PRINCIPAL: _____

PROCESSING:

COMMENTS:

___ APPROVED ___ DENIED DATE: _____

SUPERINTENDENT: _____

APPEAL ACTION:

___ APPROVED ___ DENIED

SUPERINTENDENT: _____ DATE: _____

___ APPROVED ___ DENIED

SCHOOL BOARD: _____ DATE: _____

pc: Attending School

ASSIGNMENT TO SCHOOLS

Each pupil is expected to attend the school in the attendance area in which their home is located. Exceptions to this policy may be made by the Superintendent or his/her designee.

IN-DISTRICT TRANSFER PROCESS

In order to ensure that the needs of individual students are met, a person in parental relationship will have the opportunity to request permission for the student to attend a District school other than the one within his/her regular attendance boundary.

Definitions:

- A. Transfer: The process that allows students to attend school other than their resident school.
- B. Resident School: The school in a student's regular attendance boundary.
- C. Receiving School: The school outside his/her attendance boundary, which the student is seeking to attend.

At least one of the following criteria must be met for a student to qualify for an in-district transfer.

- A. Clearly identifiable reasons which must be documented.
 - A program more suitable to the needs of the student is not available at the resident school.
 - Unique and special programs which are not available at the resident school.
- B. Medical/physical conditions exist which cause one school to be more appropriate than another.
- C. Completion of the current school year if a change in residence has occurred.
- D. Agreement by professional staff that a transfer is in the best interest of the student and family.

Implementation Procedures:

- A. All in-district transfers are granted on a space available basis for the duration of the student's elementary or middle school level, unless the transfer is re-evaluated for one or more of the reasons in 4.C.
- B. The person in parental relationship will be required to submit a new in-district transfer application when the student wants to attend another elementary or middle school.
- C. The person in parental relationship will receive written notification if an approved in-district transfer requires re-evaluation due to conditions related to: student's behavior, attendance, program or building space, or the relationship between the parents/guardians and school staff.
- D. A request for student transfer is to be initiated with the resident principal or his/her designee.
- E. The principal of the resident school shall:
 - Provide in-district transfer forms.
 - Ascertain the reason for the request.
 - When appropriate, recommend the person in parental relationship also consult with the receiving principal.
- F. If the request is based on medical, psychological, or any other reason which would require input from a professional who enjoys a position of confidentiality with the student, the person in parental relationship will also provide a signed request for permission to release student records information to a third party.
- G. After conferring, the two principals shall develop separate recommendations:
 - If the recommendations are the same, the decision shall be final unless appealed.
 - If the recommendations are different, the request shall be forwarded to the Superintendent or his/her designee for a decision.
 - All completed transfer requests shall be forwarded to the Superintendent's office.
- H. Appeals Process:
 - If both principals recommend denial of the requested transfer, their decision may be appealed to the Superintendent or his/her designee.
 - A decision by the Superintendent or his/her designee may be appealed to the School Board.
- I. The Superintendent or his/her designee shall send a copy of an approved transfer request to both principals and the person in parental relationship.

Guidelines:

- A. A transfer is appropriate only if at least one of the criteria in section 3 is met and space is available.
- B. Transportation is the responsibility of the person in parental relationship, not the District.
 - A transfer student may utilize district transportation on a space available basis.
 - An existing bus route will not be altered in order to accommodate a transfer student.
- C. A student on an approved transfer is entitled to all privileges of a resident student, except transportation.
 - A student attending a school on an in-district transfer shall follow all rules and procedures of that school.
 - Failure by a student to follow such rules and procedures may be grounds for revoking the in-district transfer. Prior to revoking the transfer, the school should take steps to assist the student in modifying their behavior. The person in parental relationship must also be consulted.
 - For an approved in-district transfer to continue, there must be an ongoing positive relationship between the parent(s)/guardian(s) and the school that enhances the probability of student success, for the student, the other students in the class, and the teacher.
 - If an approved in-district transfer requires re-evaluation, the person in parental relationship will be notified in writing by the principal of the attending school.