

Intradistrict Transfer Procedures

Procedure for Admitting Nonresident Students

Oregon state law determines non-resident student's eligibility and procedures. Nonresident students are defined as those whose parents or guardians reside outside the district. Students will not be accepted from outside the district unless the superintendent agrees with another district to accept such students(s). All questions of residence or arrangements for non-resident attendance must be cleared at the level of the superintendent. ORS 327.006 2 (A) (B), ORS 335.090, ORS 339.115 & 125.

Steps in applying for admitting nonresident students.

1. Parents shall first receive written permission to leave the district in which they reside. If the district of residence declines to give permission for the student(s) to attend school in the Stanfield School District, then the parents may have the option to pay for attendance on a full tuition basis if given permission from the Stanfield School District.
2. Parents requesting permission shall complete the Out of District Transfer Request form and attach the written permission to leave the district in which they reside.
3. Acceptance of the request on appropriate reasons for attendance and space availability. In addition, the student's admission will be subject to an annual review in light of space availability and the student's overall success in school.
4. An acceptance or denial response will be sent to the parents informing them of the status of the request. A copy will be kept on file in the superintendent's office with copies sent to the principal and the resident district.
5. Transportation will be the responsibility of the student's parents or guardians.
6. Students who do not go through proper channels and who attempt to attend schools not in their district of residence will be dropped from attendance rolls and reported to the district of residence.
7. Incoming transfer students that are accepted in the Stanfield School District will be on a probationary status consistent with Stanfield building behavior and attendance expectations.

Stanfield School District 61R
1120 N Main St.
Stanfield, OR 97875
(541) 449-8766 FAX (541) 449-8768

OUT OF DISTRICT TRANSFER REQUEST

PLEASE PRINT LEGIBLY

Student Legal Name _____

Parents/Guardian Name _____

Address _____ City _____ ZIP _____

Home Phone _____ Work Phone _____ Cell Phone _____

School Currently Attending _____ City _____ Current Grade _____

School Requesting Transfer To _____ City _____ For Grade _____ Year _____

For the Following Reason(s):

Does student require any special program(s)? No Yes If yes, check the appropriate program(s) below:

Special Education/IEP Section 504 Bilingual/Migrant Remedial Chapter/LAP Other _____

Name of Daycare Provider _____ Address _____ Phone _____

Number of siblings presently enrolled in Stanfield schools: Name _____ Grade _____

Name _____ Grade _____ Name _____ Grade _____

For high school transfer, what co-curricular activities does the student plan to participate in high school? _____

It is understood that we, as parents, must assume responsibility for adequate transportation and supervision to and from school.

Date _____ Parent/Guardian Signature _____

RESIDENT SCHOOL AGREEMENT TO WAIVE ATTENDANCE

Having examined the circumstances and facts as stated above and agreeing that the student's needs will be accommodated by the transfer, I hereby agree to waive attendance for the _____ school year.

Approved Denied

Date School District School
Releasing Superintendent/Designee

NON-RESIDENT SCHOOL AGREEMENT TO ACCEPT STUDENT

Having agreed that the student's needs will be best accommodated by the transfer, I hereby agree to accept the student(s) for the _____ school year. Approved Denied

Reason: _____

Date _____ Stanfield School District 61R

Letter of Understanding Between the School Districts of Echo, Hermiston, Stanfield and Umatilla

It is the responsibility of each district to educate their resident students. As such, it is necessary for the district to provide an appropriate education for each individual student. (Legal References: ORS 327.006 7A (A) (B), ORS 335.090, ORS 339.115 and 125.)

In some rare circumstances, it may be preferable for the district to allow the education of a resident student to occur in another district. The reasons and/or circumstances that may merit the release of a resident student to another district must necessarily meet at least one of these criteria.

In all cases the resident district (Board or superintendent) first makes the determination to release the resident student, or not, to another district. Transfer requests must begin with the resident district superintendent. This decision will be final and may not be appealed to the receiving district. Then the new district must also accept, or deny, the attendance of the non-resident student based on that district's criteria and policies.

When nonresident students are transferred, these general guidelines will apply:

1. It is preferable to make transfers and changes at semester breaks.
2. The transfer is not permanent but will be reviewed and accepted or revoked on an annual basis.
3. Transportation for nonresident students is the responsibility of the parents.
4. All requests must be in writing and have both districts' approval to be valid.
5. Transfers will always be contingent on a space available basis.