

Union School District 5

Code: **JECB-AR**

Revised/Reviewed: 1/08/92; 9/08/04; 10/09/16

Orig. Code(s): JECB-AR

Admission of Nonresident Students

May 15 of each year, the principals will establish an approximate number of nonresident students their respective buildings can accommodate for the following school year.

Nonresident students will not be admitted without tuition, with the exception of students who become “resident pupils” by written consent of affected school boards, by written consent of the district board with which the student has made application for admission and foreign exchange students attending district schools on a J-1 Visa.

The amount of tuition will be established by July 1 of each year. Each admitted tuition paying student will be charged the same amount of tuition.

The district is not required to provide transportation outside the boundaries of the district. The student will be allowed to use existing bus routes and transportation services of the district. Transportation will be provided if required by federal law.

Admission by Consent of Both the Affected Boards or Consent for Admission of a Tuition Paying Student

1. The petition for admission must go through the superintendent’s office.
2. Initial admission and annual renewal must be approved by the superintendent.
3. Admission of students paying tuition will result in a mutual tuition agreement between the parties and will be filed with the business office for billing and payment control.
4. The business manager shall prepare semester bills for all tuition paying 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.
5. Students receiving consent may remain in the district until graduation. The student will not need to seek permission more than once from the district of origin, to transfer to this district.
6. By June 1, the Board shall establish the number of students, if any, that will be given admission for the following school year under this process. Resident students will have first opportunity to request an intradistrict transfer prior to the placement for nonresident student to a specific school.
7. Nonresident students must make application no later than August 15, for admission in the following school year. Applications must be submitted to the district office.

8. If the number of applications exceeds the number of admissions to be given, an equitable lottery process will be used to determine admission. This lottery process may give priority to applicants who currently have siblings enrolled in the district. Priority cannot be given to a nonresident student over an intradistrict transfer request from a resident student. If the district determines that admission will not be given to any students under this process there is no district obligation to give admission to siblings.
9. Once the student has been given admission, the student is considered a resident for all educational programs and remains a resident of the district until the student:
 - a. Graduates from high school;
 - b. Is no longer required to be admitted to the school district under ORS 339.115; or
 - c. Enrolls in a school in a different district.
10. By August 25, the district shall provide written notification of admission of a nonresident student into the district, to the district of the student's legal residence.

Interdistrict Transfers Administrative Procedures

Timelines

1. By June 1st - Board establishes the number of transfers allowed in and out of district.
2. By July 1st - Tuition amount established by Board.
3. By August 15 - Transfer applications due into superintendent's office for the following year.
4. By August 25 - Written notification given to nonresident student and resident district regarding approval/nonapproval of transfer request.

Other Considerations

All approved interdistrict transfer parents/students will be required to sign a behavior contract and an attendance contract.

Transportation of interdistrict transfer students will not be provided beyond district boundaries unless required as part of an IEP.

Transfer Number Guidelines

Once the following class sizes are reached no further transfers will be allowed for that class:

1. Elementary
 - a. Kindergarten 22 Students
 - b. Grades 1-3 25 Students
 - c. Grades 4-5 28 Students
2. Secondary
 - a. Middle School - We will accept up to 10 interdistrict transfer students.
 - b. High School - Will accept up to 20 interdistrict transfer students.

Lottery Guidelines

For the 2014-2015 school year only, this process may also give priority to nonresident students who received consent from the Board for the 2013-2014 school year.

Transfer requests with sibling students already attending LaGrande School District (LGSD) shall have second priority. For example: if LGSD has two transfer spots open and three siblings apply, a lottery will be held to determine who is admitted.

In general, a lottery will be used to determine who is admitted when number of transfers exceeds openings.

A total of 10 La Grande students will be approved for Interdistrict Transfer Agreements outside the district.

Tuition

Tuition amount will be equal to the Total General Purpose Grant for Extended ADMw published the first of March each year. Contact the district business manager for current amount.

Union School District 5

Request for Nonresident Student Admission – Interdistrict Transfer

Current School Year _____

Transfer requested for School Year _____

For Office Use Only

Student ID# _____

Student Information

Legal Last Name _____ Legal First Name _____ Legal Middle Name _____

Mailing Address _____ Apartment # _____

City _____ State _____ Zip _____

Date of Birth _____ (MM/DD/YY) Enrolled Grade [as of the requested transfer date] _____

Primary Phone of Parent/Guardian _____ Secondary Phone _____

E-mail Address _____

Parent/Guardian Name (Person in Parental Relationship) _____

Is the student currently under expulsion or suspended pending an expulsion review? Yes No

If yes, what was the reason? _____

I hereby certify the information I have provided is true and I understand that falsely responding to any of the questions herein will result in denial and/or revocation of this application. If my student is admitted, I hereby authorize the release of his/her educational records to the requested attending district stated above and certify that I am the parent or guardian in legal custody of the student.

Furthermore, I understand that if my student receives an interdistrict transfer approval, he/she will be admitted pursuant to the attending district's board policy. Students will be expected to abide by the attending district's code of conduct, attendance, and academic standards. Students who fail to meet expectations may have their transfer revoked, at any time, at the sole discretion of the attending district's superintendent or designee. The decision to revoke the transfer is final and not subject to School Board review.

I understand that, unless otherwise stipulated, transportation to and from school is not included in this agreement.

Signature of Parent/Guardian _____ Date _____

For Office Use Only:

Final Action of Nonresident District: Approved Denied Lottery number _____

Reason or comments for denial: _____

Superintendent/Designee: _____ Date _____

**2016-2017
Interdistrict Transfer Agreement**

Attendance and Behavior Contract

I agree to follow the school rules established in the Student-Parent Handbook and School District Policies on school behavior.

I also agree to maintain regular attendance as defined under ORS 330.020.

Failure to maintain good behavior in school or failure to maintain regular attendance shall be grounds for revoking the Interdistrict Transfer Agreement.

Parent Name (Printed)

Parent Signature

Date

Student Name (Printed)

Student Signature

Date

Annual Interdistrict Transfer Renewal Form

Please check one of the following:

- Yes, my student will be returning for the 2016-17 school year.
- No, my student will not be returning for the 2016-17 school year.

Student's Legal First Name Legal Middle Name Legal Last Name

Address _____ Apt.# _____

City _____ State _____ Zip _____

Parent/Guardian Name (Person in Parental Relationship) _____

Return forms to:

Union School District
Attn: Mendy Clark
540 South Main
Union, OR 97883

- Approved
- Not Approved

Superintendent

Date