

Interdistrict Transfer of Resident Students

General Parent/Student Requests for Interdistrict Transfer

The following procedure will govern consideration of a request by a student who resides within district boundaries and who is requesting district approval for a transfer to attend school in another district:

1. A parent will request the release of his/her student by completing the appropriate district form;
2. A completed form must include the basis for the request and the signature of the Board chair or superintendent or designee of the district which the student seeks to attend;
3. The completed form must be submitted to the district office annually, prior to the beginning of the school year, whenever possible.
4. The superintendent or designee will grant or deny the request for release according to established Board policy criteria and notify the parent in writing of his/her decision;
5. If the release is granted, it will be effective for the current school year only and will be contingent upon regular compulsory attendance, good behavior and available space with transportation being the parent/guardian's responsibility.
6. If the release is granted, the receiving district will notify the resident district and make necessary arrangements for the transfer of the student's education records;
7. If the request is denied, parents will be notified of the right to appeal the decision to the Board by sending a written request to the superintendent or designee within 10 calendar days;
8. The Board will hear the appeal at its next regularly scheduled Board meeting;
9. A final decision will be made by the Board within 20 calendar days following the Board hearing. The Board's decision will be communicated to the parent in writing;
10. All releases granted by the district will be limited to the school year in which the transfer is approved. Annual application will be required no later than May 1 for the following school year.

Procedures for Determining Total Number of Allowable Transfers

1. The district will receive transfer requests based on the deadlines establish in Policy JECF section (I)(a)(I).

2. The transfer requests will be separated between those students eligible for transfer under Section (I)(c) and all other transfer requests.
3. Requests from any student not qualifying under Section (I)(c) will be marked with the date they were received. When multiple requests are received on the same day ranking order will be determined by random draw.
4. The district will determine those requests that meet the criteria for approval under Section (I)(c) and make the appropriate notification to parents.
5. The district will determine those requests that meet the criteria for approval under Section (I) and place each student on a list based on the order established in step 3 of this procedure. Parents will be notified as to whether their child was placed on the list and their order number. Parents will also be notified if their request has been denied and informed of their right to appeal the denial.
6. The number of approved requests in step 4 will be totaled and then subtracted from either the known number of approved incoming transfers from each district or a number equivalent to the total from the previous year should an actual number not be known in a timely manner.
 - a. Should a district change its policy in a manner that would limit the number of transfers from their district for the upcoming year the previous year's total will not be used for this calculation.
 - b. If this occurs only the current number of approved transfers from that district will be used to calculate the total of available transfers.
7. Whenever the number of students transferring into Willamina School District from any district exceeds the number of students transferring out of Willamina School District to the same district using the calculations in step 6 of this procedure the difference will constitute the number of available transfer "slots".
8. When the number of available slots is determined, but not later than August 15 new transfer requests will be approved based on the list established in step 5 of this procedure.
 - a. The district will identify the students who qualify for transfer and notify parents.
 - (1) When the parent either accepts or declines the transfer the student will be removed from the list.
 - b. The Willamina School District is not responsible for any student denied enrollment by any other district. Should this occur the student's name will not be placed back on the list for the current school year.
 - c. When all transfer slots are filled parents of those students remaining on the list will be notified that their transfer request has been denied based on the criteria in Section (I) of this policy.
 - d. Approval of transfer for a student on the list will not constitute grounds for transfer approval of any siblings in the current or any subsequent year. Each child on the list will only be approved based on their order on the list and as slots are available.

Public School Choice Transfer Requests

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 inter-district 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.

Safe Public School Choice Transfer Requests

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.

Record Keeping

A file of all inter-district transfer requests will be maintained at the district office.