

In-District Transfers

General Information

School attendance areas are designed for every residence located within the District's boundaries. Students are assigned to schools based on the attendance area in which their parent(s) and/or legal guardian resides. The attendance areas are established with the premise that the assigned schools provide equal educational opportunities for students in the communities they serve.

The District acknowledges that unique circumstances may at times result in a request from a parent or guardian that a child be considered for enrollment in a school outside of their designated attendance area. The appropriateness of program and review of educational and behavioral records may be considered in rendering a decision regarding a request for a change in attendance. All transfers will be subject to any applicable enrollment caps and availability of space and resources at the school.

All requests for change in attendance status will be evaluated based upon criteria which may include the following:

1. The student is a victim of a violent criminal offense in or on the resident school grounds.
2. Continuing enrollment in the student's current school for the remainder of the school year, given a change of the parent/guardian official residence (not needed after April 15);
3. Significant family and/or student circumstances of an educational, medical, financial, or personal nature which would be relieved by a change in attendance status;
4. Student is a sibling of a transfer student;
5. A change occurs in the parent/guardian's official residence within the District after completion of a student's fifth, seventh, or eleventh year in school;
6. A request is made to enroll a student in a school prior to the parent/guardian moving into that school's attendance area with documentation showing the move will occur within two months of the start of the school year or the date of the transfer submission, whichever is later;
7. An officially established academic program is not offered at the resident school (this *does not include* after-school or extracurricular activities).

In competitive activities that are governed by the Oregon School Activities Association (OSAA), eligibility will be determined by a review board on OSAA standards. ***The District will not transfer students based on athletic/activity consideration.***

At the District's sole discretion, requests that are not related to the criteria listed above may be denied, including reasons related to:

1. Desire to be with friends (including continuation with youth activity/sport group)
2. Proximity to the school (either a residence or place of employment)
3. Family convenience
4. Class sizes
5. Preference for athletic, extracurricular, or co-curricular programs

Unsatisfactory academic, attendance, or behavioral histories* may be grounds for denial or revocation, regardless of the reason for the transfer (except court-ordered transfers).

An approved change in attendance status will be granted, subject to the following conditions: compliance with District and school policies, as well as satisfactory attendance, academic achievement, and behavior.* ***The principal retains the right to revoke the transfer at their discretion if any of these expectations are not being met.***

Miscellaneous General Provisions for All Transfers

1. Students who wish 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, consistent with applicable OSAA rules.
3. Students are expected to pre-register and complete final registration and scheduling for the school in their assigned attendance area pending decision on a transfer request. Non-continuing middle and high school students may not forecast their schedule at the requested school until the transfer is approved.
4. ***Students may not sign up for, try out for, or practice with athletic teams or other activity groups in the school they are requesting a transfer to until the transfer is approved.***
5. ***Recruitment of students by District employees is strictly prohibited.***
6. For requests related to in-home child care, documentation must be provided showing that the child care provider resides in the attendance area of the requested school.
7. Students whose place of residence within the District changes 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.

* Behavior will only be a consideration insofar as it does not serve to discriminate against any class of persons.

8. Once a transfer is approved, students are expected to enroll at their requested school in a timely manner; otherwise, the transfer will be voided.

Routine Transfer Request

When requesting a transfer, a parent or guardian will:

1. Review transfer guidelines, procedures, and deadlines (see JC/JECC/JECB-AR Appendix B);
2. Complete the “In-District Transfer Request” form, attaching a letter citing the specific reasons the transfer is being requested (renewal requests may not require a letter);
3. Submit the form and letter to the District office within the identified timeframe.

The District office will:

1. Compile and organize all transfer applications;
2. Enter basic transfer request information into a database and share this data with principals;
3. Route requests for students on Individualized Education Plans (IEPs) to the Student Services department for evaluation. Student Services staff will consider appropriate placement for students on IEPs in consultation with the principals and the student’s IEP team.
4. Provide transfer information to principals for their review.

The home school principal will:

1. Review the materials;
2. Confer with the receiving principal;
3. Make a joint recommendation to approve or deny the request after conferring with the receiving principal (and after approval by the Student Services department).

The District office will then:

1. Collect the transfer materials;
2. Update the database with transfer decisions;
3. Notify parent(s)/guardian(s) by mail.

Parents will assume all transportation responsibilities for the period of time covered by this request unless otherwise specified by the District.

Boundary Change Transfer Request

The District may periodically adjust school attendance assignments for reasons that may include: balancing enrollment among schools, accommodating new schools, planning for future growth, or for other reasons such as safety or transportation-related circumstances.

Following a District or school boundary adjustment, the District may establish specific criteria and procedures for transfer requests that differ from the “routine” procedures. All requests will be evaluated based on the potential impact to the “new” attendance assignments. In the majority of circumstances, requests that have the potential to adversely affect the “boundary adjustment” will not be approved, unless otherwise specified by the District.

Opt-Out Transfer Request

Three elementary schools in Hillsboro School District currently offer school-wide English-Spanish dual language programs in certain grade levels: Minter Bridge, Reedville, and W.L. Henry. Families residing in those attendance areas with students in the affected grade levels who either cannot (due to their age at the time of move-in) or do not wish to participate in the dual language program, will be offered placement at a partner elementary school that offers an English-only program. The District will provide information annually on the identified partner schools and transportation options for these families.

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 503 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act (ADA). 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.

Recordkeeping

The Communications department will maintain a file of all in-district transfer requests. Copies will be forwarded to the home and receiving school principals.