

Excerpt from JC/JECC-AR (rev. 12/10): **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 change in attendance-status requests will be evaluated based upon criteria which may include:

1. The resident Title I school is identified as needing improvement, corrective action, or restructuring under No Child Left Behind (NCLB) Act;
2. The resident school is identified as persistently dangerous under NCLB;
3. The student is a victim of a violent criminal offense in or on the resident school grounds.
4. 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);
5. Significant family and/or student circumstances of an educational, medical, financial, or personal nature which would be relieved by a change in attendance status;
6. Sibling of a transfer student;
7. A change in the parent/guardian's official residence within the District after completion of a student's fifth, seventh, or eleventh year in school;
8. A request 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;
9. An officially established academic program not offered at the resident school (this does not include afterschool or extracurricular activities).

In competitive activities which 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 for one year only. There are no guarantees of renewal.

It is the expectation that students approved for a transfer maintain good attendance, academic achievement, and appropriate behavior at their "requested school." ***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, consistent with NCLB requirements, unless application is made for transfer.

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;
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 special programs department for evaluation. Special programs staff will consider appropriate placement for students on IEPs in consultation with the principals and the student's IEP team.
4. Deliver full transfer packets to principals for review at an all-principals meeting.

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 special programs department).

The District office will then:

1. Collect the transfer packets;
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.