

# Resident and Nonresident Student Transfer Timelines

Schedule for the 2023-24 School Year

Applications may be submitted online using the [In-District Transfer Application](#). **Submission deadlines will be strictly adhered to.**

## Resident Student In-District Transfer Request Timeline

*For students living in the Hillsboro School District who wish to transfer to another school in the Hillsboro School District*

January 1-31, 2023	<p>Priority window for renewing an existing transfer or requesting a new transfer for the 2023-24 school year.</p> <p><i>Submitting a <a href="#">transfer application</a> within this priority window does not guarantee approval. Requests postmarked and/or received after January 31 will be held for consideration in the second transfer window.</i></p> <p><i><b>*Incoming kindergartners</b> must be registered at their home school prior to requesting a transfer (enrollment opens in early March). Kinder requests may be held for a decision until late August.</i></p> <p><i><b>*We are not accepting transfer requests to Tamarack Elementary until the boundary adjustment process is complete. Look for updates in early April 2023.</b></i></p>
By February 28, 2023	<p>Letters sent to parents/guardians informing them of the decision* on their student's transfer request, or <a href="#">Check Transfer Status</a> online.</p> <p><i>*A decision may not be possible for all schools, based on high or uncertain enrollment.</i></p>
February 1 - May 15, 2023	<p>Second window for renewing an existing transfer or requesting a new transfer for the 2023-24 school year.</p> <p><i><b>*We are not accepting transfer requests to Tamarack Elementary until the boundary adjustment process is complete. Look for updates in early April 2023.</b></i></p>
By June 26, 2023	<p>Letters sent to parents/guardians informing them of the decision on their student's transfer request, or <a href="#">Check Transfer Status</a> online.</p>
After May 15, 2023	<p>Consideration of transfer requests after this date will be limited only to applications related to recent/impending family relocations and extreme hardships.</p> <p><i>Late requests may not be able to be determined until after the school year starts. Students should attend their resident school until a decision is made.</i></p>

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By late August, 2023	Letters sent to parents/guardians informing them of the decision on their student’s transfer request, or <a href="#">Check Transfer Status</a> online.
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### Resident Student Inter-District Transfer Request Timeline

*For students living in the Hillsboro School District who wish to attend a school in a different district*

March 2023	Board determines District’s participation in HB 2747 inter-district transfer process, including number of students to accept and to release.
April 1 - May 15, 2023	Requests for release accepted; releases granted up to the limit determined by the Board. Lottery process conducted, if necessary (see below).
By June 26, 2023	Letters sent to parents/guardians informing them of the outcome of their student’s request for release.

### Non-Resident Student Inter-District Transfer Request Timeline

*For students living in another school district who wish to attend school in the Hillsboro School District*

March 2023	Board determines District’s participation in HB 2747 inter-district transfer process, including number of students to accept and to release.
April 1 - May 15, 2023	Students must request release from their home district <b>and</b> must fill out an inter-district transfer request form with the Hillsboro School District. Requests can only be accepted for schools that have identified open slots.
May 26, 2023	Conduct prioritization and inter-district lottery process** (as needed) for each school to fill slots allocated for inter-district transfers.
By June 26, 2023	Letters sent to parents/guardians informing them of the outcome of their student’s inter-district transfer request.
After May 15, 2023	Consideration of inter-district transfer requests after this date will be limited only to applications related to recent/impending family relocations and extreme hardships as defined by ORS 581-021-0019.

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## **\*\*Priority Order and Inter-District Transfer Lottery Process for Students Wishing to Attend a School in the Hillsboro School District**

Resident students retain priority over any open spots in Hillsboro School District schools. By the end of March, the District will determine the number of slots available for inter-district transfers; this allocation may be at the school and/or grade levels. If a school/grade becomes closed to in-district transfers, it is also closed to inter-district transfers.

All submissions received by the submission deadlines will be assigned a randomly-generated number and sorted by requested school. Any available inter-district slots will be filled in the following order:

- Starting with the lowest number assigned, the transfer request will be matched against the available allocation for the requested school.
- If a slot is available at the applicable level, that request will be granted approval.
- If not available, that request will be denied. ***Because of the objective nature of the lottery, reasons for the request are not considered, and denials are not appealable.***
- The process will be repeated with the next lowest number, and so on, until all requests have been conducted through the lottery process, as needed.

After the applicable windows are closed, requests that are not related to relocations, hardships, or legal mandates will be automatically denied.

### **581-021-0019**

Inter-district Transfer Hardship

ODE Definitions. As used in this rule:

1. "ADM" means the average daily membership as defined in ORS 327.006.
2. "Emergency to protect the health, safety or welfare of the student" includes but is not limited to sexual assault, threats against a student's life, or threats of imminent harm.
3. "Hardship" means any of the following:
  - a. The student is impacted by a parent or guardian's military deployment;
  - b. The student is experiencing instability related to homelessness or foster care placement;
  - c. The student has a documented medical condition that necessitates transfer;
  - d. Death of a student's parent;
  - e. The student does not have access to safe and affordable childcare in the resident district; or

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- f. The student is involved in a documented case of severe harassment, intimidation, bullying or cyberbullying.

It is the parent/guardian's responsibility to follow through on the approved transfer request in a timely manner, and meet the deadlines for confirming acceptance and enrolling their student at the requested school.