



Hillsboro School District Form IN-DISTRICT TRANSFER REQUEST

Submit completed, original, signed form to your home school or to HSD Communications, 3083 NE 49th Place, #201, Hillsboro, OR 97124

Date:		Student's Legal Name (<i>last, first</i>):	
Present Address (<i>including apartment number</i>):		City/Zip:	Phone:
Mailing Address (<i>if different</i>):		City/Zip:	Date of Birth:
School Year:	Grade:	Student ID Number:	
Home School:		Requested School:	
		Student currently attends this school <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> I am requesting a Dual Language transfer		<input type="checkbox"/> I am requesting a STEM school transfer	<input type="checkbox"/> I am requesting a K-8 school transfer

1. IS STUDENT ON AN IEP? Yes No 2. DOES STUDENT RECEIVE/NEED EL SERVICES? Yes No
3. IS STUDENT RECEIVING SPECIAL DISTRICT TRANSPORTATION? Yes No

PLEASE ATTACH a short letter outlining the reason for your request. Transfer requests without an explanation will be denied.

This form is to be used only by residents of the Hillsboro School District. ***It is the District's intent that students attend school in the attendance area in which their parents or legal guardians reside.*** Requests for in-district transfers will be reviewed using the criteria outlined in District policy JC/JECC-AR (rev. 8/17) and based upon space available at the requested school. An excerpt of the policy listing transfer criteria and other provisions is provided on the reverse of this form

Keep in mind: 1) The District will ***not*** provide transportation for approved transfer requests unless otherwise indicated by the Superintendent/designee. 2) Transfers are approved for one year only and are contingent upon the student meeting academic, attendance and behavioral expectations. 3) Some options transfers are effective through the final year at the school, unless the parent/guardian moves to a different attendance area. 4) In competitive activities governed by the Oregon School Activities Association (OSAA), eligibility will be determined by a review based on OSAA standards. The District will ***not*** approve transfer requests based on athletic/activity considerations.

STATEMENT OF PARENT OR GUARDIAN

I affirm that I am the student's custodial parent/legal guardian. I have read and understand the terms and conditions for a transfer and **I have attached a statement** which clearly and fully explains why my student should be granted a change in school attendance. If approved, I agree to assume all transportation needs of my student during the period of time covered by this request. Please indicate the window within which you are submitting this request:

- Priority Window (Jan. 1-31) Second Window (Feb. 1-May 15) Late Window and Hardship only (after May 15)

Signature _____ Parent Guardian

Print Name _____

If request is related to child care, provide name, address and phone number of child care provider:

STUDENTS WITH IEP:

- Approved Denied

Executive Director of Special Programs' Signature

Date

HOME SCHOOL:

- Approved Denied
- _____
Note

RECEIVING SCHOOL:

- Approved Denied
- _____
Note

Home Principal's Signature

Date

Receiving Principal's Signature

Date

- Copy to: Parent/Guardian Home School Receiving School

In-District Transfers - Excerpted Information from District Policies and Procedures

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 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. 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 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 (as applicable) 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.
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;
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); and
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.
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 assume all transportation responsibilities for the period of time covered by this request unless otherwise noted.

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