

**SILVER FALLS SCHOOL DISTRICT
IN-DISTRICT TRANSFER REQUEST**

DATE _____

_____ SCHOOL YEAR FOR INITIAL REQUEST _____
STUDENT NAME (**Please print clearly**) _____

DATE OF BIRTH _____ GRADE FOR INITIAL YEAR REQUESTED _____

_____ SCHOOL REQUESTED _____
RESIDENT SCHOOL _____

REASONS FOR REQUESTING THIS TRANSFER _____

PLEASE IDENTIFY THE SPECIAL SERVICES YOUR CHILD RECEIVES

SECTION 504 SP. ED. TAG ELL OTHER

I HAVE READ THE PROCEDURES ON THE REVERSE SIDE OF THIS PAPER

PARENT'S SIGNATURE _____ DATE _____

PARENT'S NAME (**Please print clearly**) _____

HOME ADDRESS (**Please print clearly**) _____
Street City Zip Code

MAILING ADDRESS (*If different than home address*) _____
P.O. Box City Zip Code

HOME PHONE _____ WORK PHONE _____

CELL PHONE _____

RESIDENT PRINCIPAL'S RECOMMENDATION:

MARK CRITERIA (SEE BACK)
___3A ___3B ___3C ___3D

___YES ___NO DATE: _____

RESIDENT PRINCIPAL: _____

RECEIVING PRINCIPAL'S RECOMMENDATION:

___YES ___NO DATE: _____

RECEIVING PRINCIPAL: _____

PROCESSING:

___APPROVED ___DENIED DATE: _____

SUPERINTENDENT: _____

APPEAL ACTION:

___APPROVED ___DENIED
SUPERINTENDENT: _____ DATE: _____

___APPROVED ___DENIED
SCHOOL BOARD: _____ DATE: _____

pc: Resident School
School Requested

IN-DISTRICT TRANSFER PROCEDURE

1. Each pupil is expected to attend the school in the attendance area in which their home is located. In order to ensure that the needs of individual students are met, a person in parental relationship will have the opportunity to request permission for the student to attend a District school other than the one within his/her regular attendance boundary.
2. Definitions:
 - A. Transfer: The process that allows students to attend school other than their resident school.
 - B. Resident School: The school in a student's regular attendance boundary.
 - C. Receiving School: The school outside his/her attendance boundary, which the student is seeking to attend.
3. At least one of the following criteria must be met for a student to qualify for an in-district transfer.
 - A. Clearly identifiable reasons which must be documented.
 - A program more suitable to the needs of the student is not available at the resident school.
 - Unique and special programs which are not available at the resident school.
 - B. Medical/physical conditions exist which cause one school to be more appropriate than another.
 - C. Completion of the current school year if a change in residence has occurred.
 - D. Agreement by professional staff that a transfer is in the best interest of the student and family.
4. Implementation Procedures:
 - A. All in-district transfers are granted on a space available basis for the duration of the student's elementary or middle school level, unless the transfer is re-evaluated for one or more of the conditions in 4.C.
 - B. The person in parental relationship will be required to submit a new in-district transfer application when the student wants to attend another elementary or middle school.
 - C. The person in parental relationship will receive written notification if an approved in-district transfer requires re-evaluation due to conditions related to: student's behavior, attendance, academic performance, program or building space, or the relationship between the parents/guardians and school staff.
 - D. A request for student transfer is to be initiated with and signed by the resident principal before consideration by the receiving principal.
 - E. The principal of the resident school shall:
 - Provide in-district transfer forms.
 - Ascertain the reason for the request.
 - When appropriate, recommend the person in parental relationship also consult with the receiving principal.
 - F. If the request is based on medical, psychological, or any other reason which would require input from a professional who enjoys a position of confidentiality with the student, the person in parental relationship will also provide a signed request for permission to release student records information to a third party.
 - G. After conferring, the two principals shall develop separate recommendations:
 - If the recommendations are the same, the decision shall be final unless appealed.
 - If the recommendations are different, the request shall be forwarded to the Superintendent or his/her designee for a decision.
 - All completed transfer requests shall be forwarded to the Superintendent's office.
 - H. Appeals Process:
 - If both principals recommend denial of the requested transfer, their decision may be appealed to the Superintendent or his/her designee.
 - A decision by the Superintendent or his/her designee may be appealed to the School Board.
 - I. The Superintendent or his/her designee shall send a copy of an approved transfer request to both principals and the person in parental relationship.
5. Guidelines:
 - A. A transfer is appropriate only if at least one of the criteria in section 3 is met and space is available.
 - B. Transportation is the responsibility of the person in parental relationship, not the District.
 - A transfer student may utilize district transportation on a space available basis.
 - An existing bus route will not be altered in order to accommodate a transfer student.
 - C. A student on an approved transfer is entitled to all privileges of a resident student, except transportation.
 - A student attending a school on an in-district transfer shall follow all rules and procedures of that school.
 - Failure by a student to follow such rules and procedures may be grounds for revoking the in-district transfer. Prior to revoking the transfer, the school should take steps to assist the student in modifying their behavior. The person in parental relationship must also be consulted.
 - For an approved in-district transfer to continue, there must be an ongoing positive relationship between the parent(s)/guardian(s) and the school that enhances the probability of student success, for the student, the other students in the class, and the teacher.
 - If an approved in-district transfer requires re-evaluation, the person in parental relationship will be notified in writing by the principal of the attending school.