



SILVER FALLS
SCHOOL DISTRICT
MOVING FORWARD... TOGETHER

612 Schlador Street • Silverton, OR 97381 • Phone: (503) 873-5303 • Fax: (503) 873-2936

IN-DISTRICT TRANSFER REQUEST

To Be Completed By Parent/Guardian:

DATE: _____

SCHOOL YEAR FOR INITIAL REQUEST: _____

STUDENT NAME (Please print clearly)

DATE OF BIRTH

GRADE FOR INITIAL YR REQUESTED

RESIDENT SCHOOL

SCHOOL REQUESTED

REASONS FOR REQUESTING THIS TRANSFER

READ THE PROCEDURES ON THE REVERSE SIDE OF THIS PAPER

PARENTS SIGNATURE _____

DATE _____

PARENTS NAME (Please print clearly) _____

HOME ADDRESS (Please print clearly) _____

Street

City

Zip Code

MAILING ADDRESS (If different from home address) _____

P.O. Box

City

Zip Code

HOME PHONE _____

WORK PHONE _____

CELL PHONE _____

EMAIL ADDRESS _____

RESIDENT PRINCIPALS RECOMMENDATION:

COMMENTS:

MARK CRITERIA (SEE BACK)

3A 3B 3C 3D OTHER

YES NO DATE: _____

RESIDENT PRINCIPAL: _____

RECEIVING PRINCIPALS RECOMMENDATION:

COMMENTS:

YES NO DATE: _____

RECEIVING PRINCIPAL: _____

PROCESSING:

COMMENTS:

APPROVED DENIED DATE: _____

SUPERINTENDENT: _____

APPEAL ACTION:

COMMENTS:

APPROVED DENIED DATE: _____

SUPERINTENDENT: _____

APPROVED DENIED DATE: _____

SCHOOL BOARD: _____

ASSIGNMENT TO SCHOOLS

1. Each pupil is expected to attend the school in the attendance area in which their home is located.
2. Exceptions to this policy may be made by the Superintendent or his/her designee.

IN-DISTRICT TRANSFER PROCESS

1. 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 reasons 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, 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 the resident principal or his/her designee.
 - 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.
 - D. 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.