

**OPEN TRANSFER POLICY  
OUT OF DISTRICT TEACHER/STUDENT TRANSFER  
PROCEDURES**

The Open Transfer Policy for out of district teacher/ student transfers will follow the procedural requirements of Oklahoma statutes governing inter-district transfers.

- Inter-district transfers must be requested within a month of a teacher's board approval date. No transfer of this type will be approved after October 1 of any year.
- Each year in the spring, there will be a window of time for teachers to request an inter-district transfer for the following school year.
- A teacher requesting an inter-district transfer must complete a transfer request each and every year.
- OSSAA rules for eligibility will apply to students on inter-district transfers.
- An inter-district transfer is subject to revocation by the superintendent of schools and/ or the principal of the school to which the child has been transferred if the student's grades, attendance (absences and / or tardies), transportation arrangements, misrepresentation of facts, or behavior reach an unacceptable level as determined by the school's administration. These expectations will be noted on the transfer paperwork, which will require a parent signature of understanding and agreement.
- If the teacher leaves the employment of Piedmont Public Schools for any reason, the inter-district transfer will be subject to immediate revocation. This requirement will be noted on the transfer paperwork.