



Pleasant Hill School District #1
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 Pleasant Hill, OR 97455
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INTER-DISTRICT TRANSFER REQUEST 2022-23

Phase 1 (Ends June 3)
 Phase 2* (Ends August 26)
 Phase 3/Mid-Year (Beginning September 6)

*Transfer Request forms must be approved** by releasing district prior to submitting to Pleasant Hill School District*

STUDENT INFORMATION: (One form per student)

Legal Last Name: _____ Legal First Name: _____ M.I.: _____

Address: _____
Street & Mailing City/State Zip Code

Date of Birth: _____ Grade in 2022-2023 School Year: _____

District & School transferring FROM _____

Does the student currently attend PHSD or have an approved transfer for the 21-22 school year? Yes No

Is the student currently expelled or going through the expulsion process? Yes No

Does the student have a sibling currently attending Pleasant Hill School District Yes No

If yes, what is the name of the sibling? _____ Grade of sibling? _____

PARENT/LEGAL GUARDIAN INFORMATION:

Parent/Legal Guardian *** Name: _____

Email Address: _____

Phone (home): _____ Phone (cell): _____

By signing below, I understand the transfer may be revoked if the student violates school and/or district rules and regulations, has irregular attendance or chronic tardiness, or if the information on this form is falsified. I acknowledge my student is not guaranteed a seat at Pleasant Hill School District. I also understand that my student cannot register for school until my transfer has been officially approved. Parents/Legal guardians must provide transportation for approved transfer students to and from school, regardless of documented disability.

Additionally, by signing below, I acknowledge when enrolling, **all** students are required to provide proof of address. Suggested proof of address would be: Escrow papers/rental agreement, current resident service bill (i.e., electric, gas, cable, garbage or water bill); or driver's license or State ID card.

Signature of Parent/Legal Guardian _____ Date _____

FOR DISTRICT OFFICE USE ONLY

RESIDENT DISTRICT:	
Approved	Denied
Reason for Denial _____	
Superintendent/Designee	Date

RECEIVING DISTRICT:	
Approved	Denied
Reason for Denial _____	
Superintendent/Designee	Date

*Deadline for athletic registration to be determined – Students must be registered by this date in order to sign up for school sports.

** Releasing District approval may be verbal approval/confirmation to district office staff

***Legal guardians are required to provide court documents appointing them guardian.

Date Rec'd by PH:

Date Notified:

Inter-District Transfer Guidelines

Timelines:

- March 1, 2022 – Phase one of registration opens. Accepting inter-district transfer forms signed by resident district.
- June 3, 2022 – Deadline for phase one transfer requests.
- June 6, 2022 – Lottery drawing for inter-district transfers. Begin notifying families.
- August 1, 2022 – Phase two transfer requests accepted. - ***Registration deadline for student athletes (per OSAA) To Be Determined***
- August 26, 2022 – Deadline for phase two transfer requests. Lottery drawing for inter-district transfers. Begin notifying families.
- September 6, 2022 – Phase three/Mid-Year transfer requests accepted.

Nonresident Student Definition:

A nonresident student is any student whose parent(s)/legal guardian(s) reside outside Pleasant Hill School District attendance boundaries. **As per state law, students may not use addresses of family, friends, businesses or daycare to gain access into a school.** Residing temporarily within district boundaries does not establish residency.

Determination/Notification:

Per Oregon law 339.133(5)(a), all nonresident transfers must obtain consent from the resident district before enrolling in a nonresident district. Resident districts are required to provide a written reason for denying a student's release to a nonresident district.

Once a determination has been made, the student's family will receive written notification of the approval or denial.

Special Notes:

- Students approved through any nonresident transfer are required to attend as full-time students.
- A transfer may be revoked should the student's attendance fall below 90% and/or should the student's behavior fail to meet standards.
- The parent/guardian must provide transportation for approved transfer students to and from school, regardless of documented disability.
- **Students may not register for school or sign up for/practice with athletic teams or other activity groups in the requested school until the transfer is approved and eligibility is determined.** Families will be sent written notification of their student's transfer application results after the lottery drawing dates (listed above).
- **Families knowingly providing false information to access a school shall be immediately withdrawn and may be charged tuition.**