

## **TRANSFER STUDENTS**

2.400

It is the policy of the district that applications for open transfers will be reviewed and considered in the order in which the applications are received. Applications may be obtained and filed with the Enrollment Center of the district during regular business hours of the school district beginning the day classes resume in January and ending no later than May 31 in the school year preceding the school year for which the transfer is desired. Written application for any transfer shall be made by the parent(s) of the student and filed with the Superintendent of the district. All required information (listed later in this policy) must be provided with the transfer application for the application to be considered "complete" for processing.

Transfers will be processed in the order in which the applications are received. A transfer roster listing all transfer requests by date, time, and grade will be maintained. A record of final administrative disposition of all requests will be maintained by the school residency officer. For secondary students, scheduling of classes must be based upon requirements for grade placement/credit sufficiency/graduation. No additional emergency transfers shall be granted once the following classroom capacities have been met or exceeded: 95% regular classes; 80% special education classes and/or .8 FTE depending upon disability category, availability of personnel, and services required. These percentages may be waived by the Superintendent; if so waived, all other procedures will continue to be applicable. Placement opportunities for student transfer requests will be secondary to the immediate demand of resident placement needs.

In accordance with law, a student may only be denied or refused a transfer into a particular school district for an objective reason as outlined by policy. No district, including Western Heights, shall discriminate against any student requesting a transfer, nor shall any student be denied a transfer into the Western Heights District for any reason other than those listed in this policy.

By May 31, the Superintendent shall notify the resident school district that a student enrolled in the resident school district has filed an application for transfer.

The Superintendent shall make recommendations to the Board of Education for approvals/denials of applications for transfer not later than July 15. Any review of any records shall be done in executive session to protect student confidentiality; however, the vote to approve or deny shall take place in open session. The district shall not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. Notwithstanding the provisions of the Education Open Transfer Act, transfers of children with disabilities shall be granted as authorized in Section 13-103 of Title 70 of the Oklahoma Statutes.

I. Students from any school may make application for the following types of transfer:

A. **Open Transfer:** A transfer which is applied for by May 31 of the academic year prior to the one for which application is being made. Such application can be tendered by the parent of the student for any reason. An open transfer is valid for subsequent school years provided:

- 1) the parent continues to reside in the school district from where the original transfer was granted, and 2) all objective criteria in Section II. of this policy continue to be met.

NOTE: Oklahoma Statutes allow teachers employed within the district to make application for an Open Transfer at ANY TIME for their children to attend Western Heights from the parent's existing district of residence. If the student meets all existing requirements in this policy, the transfer may be granted at any time, with the concurrence of the receiving district only (in this case Western Heights). Like other Open Transfer cases, the transfer remains valid until the student/parent no longer meets the provisions listed above.

B. **Emergency Transfer:** A transfer based upon one of the emergency reasons available under state law for which application can be made at any time. Emergency transfers are valid only for the current school year and may be cancelled at any time upon the concurrence of the parent/guardian and the Board of Education of the receiving school district.

II. The following information must be provided with the application in order for the application to be considered "complete" for processing:

- A. Immunization record
- B. Most recent grade report or grade transcript (solely for evidence of grade placement and/or state/local credit requirements)
- C. Attendance records
- D. Discipline records
- E. Most recent/current IEP and MEETS forms if Special Education student (solely for determination of program availability)
- F. Listing of desired elective courses or programs (solely for determination of program availability; unnecessary if transfer is not contingent upon availability of particular electives/programs)

NOTE: Homeschooled students MUST provide documentation indicating good standing in B., C., D. above and record of last school attended if applicable.

III. All transfer applications will be approved or denied subject to the following criteria:

- A. Availability of programs, personnel, space
- B. Discipline and attendance records:
  1. Student must have no more than 10 absences per semester for the previous and/or current school year

2. Student must have received no long-term suspensions and no short-term suspensions cumulatively totaling more than 10 days absence per semester in the previous and/or current year
- C. Adjudication as a Juvenile Sex Offender

On or before September 1, the Superintendent shall file a copy of a list of students granted transfer showing the resident school district and grade level of all students granted transfer with the State Board of Education and each resident school district.

A child who has reached the age of four (4) on or before September 1 of the school year and resides in a district that does not offer an early childhood program may be granted a transfer into the district provided the physical facilities and teaching personnel can accommodate the child. The district may also refuse to accept the nonresident child if the district determines the child is not ready for the district's early childhood education program.

A child whose family relocates from the school district may continue attendance to the end of the current school year provided the student began the school year in the school district.

Students transferring to the district between school years shall be admitted to the next higher grade upon meeting entrance requirements and showing evidence of having completed the preceding grade. Students transferring from private, non-accredited or home school shall be tested and placed accordingly.

Any student residing in a school district that does not offer the grade that such child is entitled to pursue shall be entitled to be transferred to any school district inside or outside of the transportation area in which such student resides which offers the grade which he is entitled to pursue. Such transfer shall be automatically approved.

No student shall be permitted an open transfer more than once in any school year.

Siblings of students granted transfers will be considered for transfer. However, the same documentation as required above for the primary applicant must be submitted in a timely manner with regard to each sibling desiring a transfer.

Site placement of elementary students will be at the discretion of the school district based upon enrollment.

Parents will be required to provide transportation to school or to a regular pre-existing bus stop in the Western Heights School District.

Any student transfer approved for any reason prior to January 1, 2000, shall continue to be valid and shall not be subject to the Education Open Transfer Act unless the parent having custody chooses otherwise.

Prior to the approval of the transfer of a child on an IEP, a phone conference shall be required between the district of residence and Western Heights. Beginning July 1, 2008, an emergency transfer of a child with disabilities for three consecutive years to the same school district creates an automatic and permanent transfer to the school district; the resident district continues to pay tuition as provided for in the statute.

Should the Board of Education determine that cancellation of a previously approved transfer is in the best interest of the district, the resident district and the parents/guardian of the student shall be notified of the cancellation. Such notice shall be made by July 15 prior to the school year for which the cancellation is applicable.

#### **Administrative Procedures for Processing Transfer Requests**

A transfer roster listing all transfer requests by date, time, and grade will be maintained. A record of final administrative disposition of all requests will be maintained by the school residency officer. For secondary students, scheduling of classes must be based upon requirements for grade placement/credit sufficiency/graduation.

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