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Intradistrict Student Transfers**

(In-district transfer within the North Clackamas School District)

Reasons for Considering a Request for Intradistrict Transfer

The criteria to be considered for transfer approval may include, but is not limited to, situations wherein:

1. The parents request completion of the final year at a level (5th, 8th and 12th grades), except when attendance boundary changes have been made by the district.
2. Behavioral issues necessitate placement in a different educational setting with agreement by parents and administrators of both resident and requested schools.
3. There is a need to stabilize the school experience when a student has had multiple prior school moves, which may be due to houselessness or foster care placement.
4. There has been substantial upheaval in the home due to military deployment, death, illness, or absence of a parent.
5. The student is involved in a documented case of severe harassment, intimidation, threats, bullying or cyberbullying. (Resident school administration must have documentation of student and family working with school staff to solve the problem.)
6. The student has accessible or established before and/or after school care near the requested school. (This criterion is open to elementary families only. Families must provide the name and address of the childcare provider.)

Conditions and Duration of Transfer

The criteria above may be considered if the following conditions are met:

1. Adequate space and staff must be available at the appropriate grade level, program or course.
2. The parent must provide transportation to and from school.
3. The appropriateness of the educational need must be determined by school administration.
4. The standard duration of an approved transfer is through the final year at a level (5th, 8th and 12th grades).

5. All approved transfers are contingent upon adherence to school behavioral and attendance guidelines.

Application and Review Process

1. The parent may access the electronic in-district transfer application through the North Clackamas School District website, on the Enrollment and Transfers section of the site.
2. Once submitted, the completed in-district electronic transfer form shall be received by the Office of School Choice and Educational Options, who will forward the forms to the principals of the resident and requested schools during the time frame designated for form review. These dates will be published on the district's website.
3. The principals or designees at the resident and requested schools will review the applications, space and staffing, and will approve or deny the requests.
4. Once the decisions are made, the Office of School Choice and Educational Options will send letters to the appropriate parties notifying them of the approval/denial.
5. Appropriate district staff will be notified if this is a special education or ELL student to ensure a smooth transition.

Safe Public School Choice Transfer Requests

In the event a district school is identified by the Oregon Department of Education (ODE) as persistently dangerous, or a student has been a victim of a violent criminal offense while in or on the grounds of a school the student attends, a transfer to meet the safe public school choice requirements of Every Student Succeeds Act of 2015 (ESSA) will be provided, subject to the following:

1. The district will provide notification to parents of all students attending a school identified as persistently dangerous of their student's right to transfer. The notice will:
 - a. Be in writing, provided within 20 school days from the time the district becomes aware that the school has been identified by ODE as persistently dangerous or from the time a parent or student has notified the district that the student has been the victim of a violent criminal offense as defined by ODE;
 - b. Inform parents that their student is eligible to attend another public school in the district due to the identification of the school as persistently dangerous, or inform the parent of a student who has been the victim of a violent criminal offense, as defined by ODE, while in or on the grounds of a school the student attends, that their student is eligible to attend another public school in the district;
 - c. Identify each eligible public school in the district, including public charter schools, that the parent may select;
 - d. Explain why the choices made available may have been limited including, as applicable, that no choices are currently available; and
 - e. Describe the performance and quality of those schools of choice. Parents may request more detailed information and may ask to see a school's academic report card.

2. Requests to transfer must be in writing (standard mail, fax or e-mail) and submitted to the school office for consideration generally no later than 10 school days from the district notice. The district will confirm requests;
3. The district will consider the education needs of the student and preferences submitted by the parent in the transfer approval process;
4. Parents may withdraw the transfer request;
5. Approved transfers will generally occur within 40 school days from the time the district learns that the school has been identified as persistently dangerous. A student who has been the victim of a violent criminal offense will be transferred as soon as practicable;
6. Transfers may be temporary or permanent but will minimally be in effect as long as the student's original school is identified as persistently dangerous. Transfers for a student who has been the victim of a violent criminal offense will remain in effect until such time as may be appropriate, based on the safety and welfare of the student. The district will consider the educational needs of all transfer students as well as other factors affecting the student's ability to succeed if returned to the transferring school.

In the event a district school is identified by ODE as persistently dangerous, or a student has been a victim of a violent criminal offense while in or on the grounds of a school the student attends and there is not another school in the district for the student to transfer to, the district may develop an agreement with a neighboring district to accept transfer students. The development of such agreements is at the discretion of both district. Transfer approval will be in accordance with established Board policy and administrative regulation.

Special Education and Public School Choice

The district will ensure that students with disabilities are provided a free appropriate public education (FAPE) in their school of choice, consistent with the Individuals with Disabilities in Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act. In offering choice to students with disabilities, the district may match the abilities and needs of a student with disabilities to the possible schools that have the ability to provide the student with FAPE.

Appeal Process

1. An appeal will be submitted to the Executive Director of Equity, Community Engagement and Communications.
2. An appeal committee will be facilitated by the Executive Director of Equity, Community Engagement and Communications or designee, who will review the appeal with the parents and student. The appeal committee's decision is final.
3. The appeal information will be filed electronically in the office of the Executive Director of Equity, Community Engagement and Communications.

Record Keeping

The building administrator will maintain a file of all intradistrict transfer requests. A notation will be made on the student's electronic record in the student information system indicating the student is attending on an intradistrict transfer.

** As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.