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## PROCEDURE

### Non-Resident Transfer: Leaving Salem-Keizer INS-P026

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Procedures are continually revised and improved. For the most recent version, please visit <http://www.salemkeizer.org/qam/qam-documents>

#### 1.0 SCOPE:

- 1.1 This procedure outlines the criteria and process used when a parent or legal guardian is requesting permission for their student to transfer out of the Salem-Keizer School District.

#### 2.0 DEFINITIONS:

- 2.1 Non-Resident Transfer – The process of permitting attendance of a student at a District school other than the student’s resident District school.
- 2.2 Receiving District – The school district the student is requesting to attend.
- 2.3 Resident District – The school district that is legally responsible for the education of a student.
- 2.4 Requestor – The parent(s), legal guardian(s), or eligible student (age 18 or emancipated minor) requesting the non-resident transfer.
- 2.5 SKSD – Salem-Keizer School District.

#### 3.0 PROCEDURE:

##### 3.1 Criteria

- 3.1.1 The following criteria must be met in order for a student to be considered for a non-resident transfer out of the Salem-Keizer School District:
  - 3.1.1.1 The parent(s) or legal guardian agrees to furnish transportation to and from school.
  - 3.1.1.2 The receiving school district must approve the transfer request.

##### 3.2 Procedure

- 3.2.1 In accordance with Oregon Revised Statutes, if another school district in Oregon notifies SKSD by May 1 of their decision to enroll a student who is a SKSD resident, then no other approval is necessary.
  - 3.2.1.1 Once enrolled, the student will be considered a resident of the receiving district until they graduate from high school, are no longer required to be admitted to a public school under ORS 339.133, or enroll in a different district.
- 3.2.2 For new non-resident transfer requests to leave SKSD that fall outside the parameters outlined in Section 3.2.1, the requestor will complete the Non-Resident Transfer Request Form (INS-F023).
- 3.2.3 SKSD will notify the receiving district if the student requesting the transfer is currently expelled.
- 3.2.4 Requests will not be reviewed until all information is received.
- 3.2.5 The requestor is notified by the receiving district if the non-resident transfer has been approved or denied.
  - 3.2.5.1 If the request is approved, SKSD will send appropriate paperwork to the receiving district.
  - 3.2.5.2 The receiving district makes the final decisions as to whether or not to accept the student.




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3.2.6 If a student’s non-resident transfer request is denied by SKSD, the requestor can appeal the decision using the District’s Complaint Policy (ADM-A005) and Procedure (ADM-P008).

3.3 Virtual Public Charter Schools

3.3.1 In accordance with Oregon Administrative Rules 581-026-0305 (2) and (3), the District may choose to institute a cap on non-resident transfers for students leaving the District if those transfers are equal to or greater than 3% of the District’s student population as of October 1 of each school year.

3.3.1.1 When the District exercises the 3% cap and denies non-resident transfers to virtual public charter schools, the District will do the following:

3.3.1.1.1 Notify the Oregon Department of Education of this decision.

3.3.1.1.2 Provide families a copy of OAR 581-026-305 and OAR 581-026-0310 to the student and a list of two or more other online options available to the student.

3.4 Athletic Participation

3.4.1 A high school student attending another school district on a non-resident transfer will be subject to Oregon School Activities Association (OSAA) regulations and eligibility requirements.

3.5 Renewal of Transfer

3.5.1 The process to renew a transfer request begins with the receiving school district, who will determine the process the requestor will use to request a continuation renewal of an approved non-resident transfer.

3.5.1.1 Approval to be released by SKSD is only required if it is a new request for a transfer.

**4.0 ASSOCIATED DOCUMENTS:**

4.1 SKSD Complaint Policy (ADM-A005) and Procedure (ADM-P008).

4.2 Non-Resident Transfer Request Form: INS-F023 (Leaving Salem-Keizer)

**5.0 RECORD RETENTION TABLE:**

| Identification                                 | Storage             | Retention | Disposition      | Protection                           |
|--|---------------------|-----------|------------------|--------------------------------------|
| Non-Resident Transfer Request Form (INS-F023). | Level Office files. | 3 years.  | Secure disposal. | Files/office locked when not in use. |

**6.0 REVISION HISTORY:**

| Date    | Description                            |
|---------|--|
| 2/25/15 | See archives for more version history. |
| 9/29/21 | Added section 3.3.                     |

**7.0 APPROVAL AUTHORITY:**

7.1 Assistant Superintendent

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*(approval on file)*  
 Signature Date