

2023-2024 INTER-DISTRICT TRANSFER REQUEST FOR NON-RESIDENT STUDENTS

High Priority Accepted: (January 4 – January 31 ONLY) **Phase 2** Accepted: (March 1-June 25) **Phase 3** Accepted: (beginning August 1)

*Transfer Request forms must be submitted to the Springfield School District Office by personal delivery, regular mail, email or fax.
School buildings cannot accept nor forward transfer requests.*

STUDENT INFORMATION: (One student per form) PLEASE USE BLACK INK

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

Address: _____
Street & Mailing _____ City/ST _____ Zip _____

DOB _____ Grade Entering 2023-2024* _____

I request my student remain at the school they currently attend: _____ (school)

School Choice #1 _____ School Choice #2 _____ School Choice #3 _____
(please see reverse side for school choice options)

Reason for Transfer (optional): _____

Does the student currently have an approved inter-district transfer for the 2022-2023 school year? Yes No

School student attended for the 2022-2023 school year _____

Is the student currently under expulsion? Yes No

If yes, what was the offense(s)? _____ Expulsion Ends: _____

Does the applicant have a sibling currently attending a Springfield school? Yes No

If yes, name of sibling _____ School sibling attending in 2022-2023 _____

PARENT/LEGAL GUARDIAN INFORMATION:**

Parent/Legal Guardian** Name _____

Email Address: _____

Phone (home) _____ Phone (cell) _____

By signing below, I acknowledge I have read the attached guidelines and am aware of deadlines, that Springfield Public School is not required and does not provide transportation for transfer students. I also acknowledge that the Phase 3 inter-district transfer is for the 2023-2024 school year **ONLY**. 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 any SPS school. Parents/Legal guardians must provide transportation for approved transfer students to and from school, regardless of documented disability.

Additionally, by signing below, I acknowledge, **all** students are required to provide proof of address annually. Suggested proof of address would be: Escrow papers/rental agreement, current resident service bill (i.e., electric, gas, cable, garbage or water bill); and driver's license or State ID card. I understand if I move from the above address, I must reapply within 10 days (if necessary) ****Legal guardians are required to provide court documents appointing them guardian.**

Signature of Parent/Legal Guardian

Date

FOR DISTRICT OFFICE USE ONLY

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

Lottery #

Date Received

RECEIVING DISTRICT: SPRINGFIELD #19	
Approved	Denied
Reason for Denial _____	
Superintendent/Designee	Date

DB Ltr

(over)

rev: 10/17/22

*SPS does not accept transfer requests from 12th graders not currently attending the requested school

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

SPRINGFIELD PUBLIC SCHOOLS DISTRICT #19

2023-2024 SPS Nonresident Student Transfer Guideline Summary

Transfer Request forms must be submitted to the Springfield School District Office at 640 'A' Street, Springfield by personal delivery, regular mail, email or fax. School buildings cannot accept nor forward requests.

Inter-District Transfer windows are open to incoming K-11 nonresident students wishing to attend a Springfield school.

The following schools are available for students requesting an Inter-District (nonresident) transfer into the Springfield School District. Acceptance availability is based on class size.

SCHOOLS

Centennial Elementary	Thurston Elementary	Agnes Stewart Middle School
Douglas Gardens Elementary	Two Rivers/Dos Rios Elementary	Briggs Middle School
Guy Lee Elementary	Walterville Elementary	Hamlin Middle School
Maple Elementary	Yolanda Elementary	Thurston Middle School
Mt Vernon Elementary		
Page Elementary		Academy of Arts & Academics (A3)
Ridgeview Elementary		Springfield High School
Riverbend Elementary		Thurston High School

Note: Those wishing to apply for a Dual Immersion Program must complete a Dual Immersion Application in lieu of an Inter-District Transfer form.

Nonresident Student Definition:

A nonresident student is any student whose parent(s)/legal guardian(s) reside outside Springfield 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 in a school boundary to access a school does not establish residency.

Lottery Priorities:

Transfer requests are placed on the waiting list by lottery draw determination. The lottery priorities are: 1) *returning* 12th graders to current school*; 2) returning students to current school*; 3) returning student to the *District* (new school), 4) sibling of 2023-2024 SPS student at the requested school; 5) sibling of 2023-2024 SPS student within the District; 6) new applicants

*Students enrolled via a current year only inter-district transfers for the 2022-2023 school year may only return to their current school if they submit a 2023-2024 Inter-District Transfer application and there is no wait list of Springfield resident students for that school/grade and an approval has been secured.

Determination/Notification:

Per Oregon law 339.133(5)(a), all nonresident transfers must be released 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 admission is accepted, Springfield School District will submit the application to the student's resident district for release approval/denial. The requested district determines the length of the transfer. Once a determination has been made, the student's family will receive written notification of the approval or denial.

Deadlines:

High Priority Requests for the coming year are accepted **beginning January 4 until 5 p.m. on January 31**. Phase 2 Requests are accepted **beginning March 1 to June 25** for the coming school year. Phase 3 Requests are accepted **beginning August 1** for the coming year. Any new request submitted during Phase 3 window, will process **after** Fall registration and must be processed after HP and Phase 2 requests. Wait lists are reviewed monthly (except July). Requests submitted after the first week of September will not be processed until the grading period.

Special Notes:

•Transfer forms must be submitted to the Springfield District Office at 640 A Street, Springfield OR 97477.

•Phase 3 *new* student transfer requests will not process until **after** Fall registration.

•Students must reapply if attending currently via school year only approved transfer, when changing from elementary to middle or from middle to high school or within 10 days if they move from the address of the initial transfer approval.

rev: 10/17/22

*SPS does not accept transfer requests from 12th graders not currently attending the requested school

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

- Students approved through any nonresident transfer are required to attend as full-time students.
 - A transfer will not be considered to participate in extra-curricular or athletic activities.
 - Students may not register for school or sign up for or practice with athletic teams or other activity groups in the requested school until the transfer is approved *and* eligibility is determined.
 - Families providing false information to access a school shall be immediately withdrawn and may be charged tuition.
 - A transfer may be revoked should the student's attendance fall below 90% and/or should the student's behavior fail to meet standards. Student's receiving a transfer revocation are not eligible to apply to transfer for one year.
 - The parent/legal guardian** must provide transportation for approved transfer students to and from school, regardless of documented disability.
- Please contact Amy Stephens at 541-726-3254 or amy.stephens@springfield.k12.or.us, should you have questions.

rev: 10/17/22

*SPS does not accept transfer requests from 12th graders not currently attending the requested school

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