

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: February 7, 2011

AGENDA ITEM No. 11-02-12

ACTION ITEM: (Y/N) N

SUBJECT: Transfer Policy Process Report

INFO. CONTACT: Dr. Denise Morton / Donna Williams PHONE: (919) 732-8126

- ATTACHMENTS:
1. Policy 4125 – Student Transfers, Withdrawals, and Releases
 2. 2010-2011 Student Transfers by Districted School
 3. 2010-2011 Student Transfers by Requested School
 4. Hillsborough Elementary School Enrollment by Districted Schools
 5. Transfer Request Timeline and Appeals Process

PURPOSE: To provide the Board of Education with information regarding the policy and process for requesting student transfers in the school district.

BACKGROUND: According to Policy 4125 "Student Transfers, Withdrawals, and Releases", (last revised on 4/04/2010) a written request to change a school assignment must be made between March 1 and May 15 of each school year to the Office of Student Support Services. An approved transfer request is only good for one year and must be renewed annually.

The Superintendent or his designee may approve student transfer requests using at least one of the following criteria:

- A. Serious physical, mental or emotional problems. The parent/guardian must submit an affidavit from the student's physician, psychologist, or psychiatrist to support the request.
- B. Substantial concerns for the safety of the student or others in the school.
- C. Extreme circumstances that affect the student's achievement and/or behavior at school.
- D. Transfer request to attend school with a sibling who has been assigned outside of his/her base school to receive special educational services.
- E. Transfer request in order to access specific programmatic offerings. (Students wishing to enroll in the International Baccalaureate Program should request a transfer to Cedar Ridge High School in the spring of their 8th grade year.)
- F. Transfer requests based on child care needs with extenuating circumstances.
- G. Transfer requests into schools that are at or exceed capacity will require additional documentation that would support special extenuating circumstances.

If a transfer request is denied, the Office of the Student Support Services provides the applicant the appeals process in writing. Policy #4125 describes the Transfer Appeals Process.

FINANCIAL IMPACT: None

RECOMMENDATION: The Superintendent recommends that the Board of Education receive for information the overview of the process used to grant a student transfer request and to appeal transfer decisions.

STUDENT TRANSFERS, WITHDRAWALS, AND RELEASES

Date Reviewed/Approved: 04/05/2010 Policy Number: 4125

Rescinds Policy Number: 4125

Issued: 06/02/2008, 12/06/2004, 07/09/2007

It is the intent of the Board of Education that all students living within the Orange County School district shall attend school in the district in which they reside. The Board recognizes that there are occasions when a change in a child's assigned school could be necessary. The request to change a school assignment may be accomplished by means of a transfer request. The Superintendent and the Board of Education reserve the right to decline new requests and revoke existing requests for student transfers.

Transfer Request Process

- A. The forms to be used to request a transfer are available either from the schools, the Board of Education Administrative office or online.
- B. Any requests for transfer must be submitted by the student's parent/guardian in writing to the Director of Student Services of the Orange County Schools no later than May 15th of each year for the following school year.
- C. Under some circumstances, a student's parent/guardian can request in writing a release for their child to attend school in another school district. These requests for release must be made to the Director of Student Services by July 15th of each year for the following school year.

The Superintendent or designee may grant transfer requests in cases of substantial hardship if the Superintendent or designee finds that any of the following exist:

- A. Serious physical, mental or emotional problems. The parent/guardian must submit an affidavit from the student's physician, psychologist, or psychiatrist to support the request.
- B. Substantial concerns for the safety of the student or others in the school.
- C. Extreme circumstances that affect the student's achievement and/or behavior at school.
- D. Transfer request to attend school with a sibling who has been assigned outside of his/her base school to receive special educational services.
- E. Transfer request in order to access specific programmatic offerings. (Students wishing to enroll in the International Baccalaureate Program could request a transfer to Cedar Ridge High School in the spring of their 8th grade year.)
- F. Transfer requests based on child care needs with extenuating circumstances.
- G. Transfer requests into schools that are at or exceed capacity will require additional documentation that would support special extenuating circumstances.

The decision of the Director of Student Services shall be provided to the applicant in writing. If approved, the transfer shall be effective for one year only and must be renewed annually by the established deadline. If a transfer is denied, the director will inform the applicant of the appeals process.

Transfer Appeals Process

The first step in the appeals process will be for the applicant to write the Director of Student Services and provide additional documentation. The appeal request will be reviewed by a district review committee. If the request is denied again by the Director of Student Services, the applicant will be notified of this decision by certified mail.

If the applicant wishes to appeal the decision of the Director of Student Services, the applicant should appeal in writing to the Superintendent within five days of receiving notice of the decision from the Director of Student Services. If the Superintendent denies the request for transfer or release, notification of the decision will be sent by certified mail, and the applicant can appeal to the Orange County Board of Education within five days of receipt of the decision. The applicant must make his/her request for an appeal hearing in writing to the Board of Education. The Superintendent will notify the applicant in writing of the time, date, and place of the hearing. The decision of the Board of Education shall be in writing by certified mail to the person(s) who requested the release or transfer within seven working days of the appeal hearing.

Transportation

Transportation for approved transfer students is the responsibility of the parent/guardian.

2010-11 STUDENT TRANSFERS BY DISTRICTED SCHOOL

SCHOOL	Total Transfers Requested	Approved Transfers	Denied Transfers	Percent Approved	Staff Requests	Approved Non-Staff Requests	Title I Transfers	IB Transfers	Continuing Transfers	New Transfers for 2010-11	Percent Continuing	Transfers who are Siblings
CES	51	40	11	78.4%	11	29	3	0	29	11	72.5%	2
CPES	22	20	2	90.9%	6	14	0	0	15	5	75.0%	1
ECES	37	31	6	83.8%	9	22	1	0	27	4	87.1%	0
GABES	14	14	0	100.0%	2	12	0	0	13	1	92.9%	4
NHES	4	4	0	100.0%	0	4	0	0	3	1	75.0%	0
PES	17	17	0	100.0%	9	8	0	0	14	3	82.4%	3
ALS	6	6	0	100.0%	1	5	0	0	3	3	50.0%	0
CWS	11	10	1	90.9%	3	7	0	0	8	2	80.0%	0
GHMS	12	11	1	91.7%	3	8	0	0	8	3	72.7%	0
CRHS	19	16	3	84.2%	4	12	0	0	9	7	56.3%	4
OHS	73	66	7	90.4%	9	57	0	29	41	25	62.1%	2
Out of District	66	65	1	98.5%	56	9	0	4	45	20	69.2%	0
10-11 Totals	332	300	32	90.4%	113	187	4	33	215	85	71.7%	16
09-10 Totals	414	381	33	92.0%	110	273	50	44	299	84	78.5%	9

2010-11 STUDENT TRANSFERS BY REQUESTED SCHOOL

SCHOOL	Total Transfers Requested	Approved Transfers	Denied Transfers	Percent Approved	Staff Requests	Approved Non-Staff Requests	Title I Transfers	IB Transfers	Continuing Transfers	New Transfers for 2010-11	Percent Continuing	Transfers who are Siblings
CES	21	19	2	90.5%	7	12	0	0	12	7	63.2%	2
CPES	50	42	8	84.0%	11	31	0	0	37	5	88.1%	1
ECES	7	5	2	71.4%	0	5	0	0	3	2	60.0%	0
GABES	27	25	2	92.6%	12	13	1	0	20	5	80.0%	4
NHES	24	24	0	100.0%	14	10	0	0	22	2	91.7%	0
PES	51	45	6	88.2%	24	21	1	0	36	9	80.0%	3
ALS	17	17	0	100.0%	9	8	0	0	13	4	76.5%	0
CWS	14	13	1	92.9%	7	6	0	0	8	5	61.5%	0
GHMS	11	10	1	90.9%	2	8	0	0	5	5	50.0%	0
CRHS	88	81	7	92.0%	21	60	0	33	49	32	60.5%	4
OHS	22	19	3	86.4%	6	13	0	0	10	9	52.6%	2
10-11 Totals	332	300	32	90.4%	113	187	2	33	215	85	71.7%	16
09-10 Totals	414	381	33	92.0%	110	271	50	44	299	82	78.5%	9

Hillsborough Elementary School Enrollment by Districted Schools
9/24/2010

Districted School	K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total Students Attending HES	Percent of Districted Students Attending HES	Total Students Districted to School*
CES	15	15	13	26	14		83	20.6%	403
CPES	13	12	8	12	18		63	10.0%	630
ECES	18	17	13	24	22		94	17.3%	544
GABES	13	9	8	6	6		42	9.5%	444
NHES	5	10	8	8	7		38	7.0%	541
PES	6	8	7	4	2		27	6.3%	432
Totals:	70	71	57	80	69		347	11.6%	2994

* Represents the total number of students who would be assigned to the school, regardless of transfers or program.

Transfer Request Timeline and Appeals Process

Timeline

Tuesday, March 1	Office of Student Support Services opens process for accepting 2011-2012 student transfer requests
Monday, May 16	Deadline for accepting student transfer requests in the Office of Student Support Services
Week of May 16	Applications forwarded to Principal of Requested School to accept or deny student transfer request
Week of May 23	Principal reviewed student transfer applications reviewed by District Committee (Directors: EC, Student Support Services; Chief Academic Officer, Chief Operating Officer, Public Information Officer)
June 1	Student Support Services mails Parent/Guardian notification letters regarding final decision (Information regarding the Appeals process is included if the transfer is denied).

Transfer Appeal Process

Step 1: Notify Director of Student Support Services in writing and provide additional documentation to state why decision should be reversed.

Step 2: The request to appeal decision is reviewed by a District Review committee and the Director of Student Support Services. Notification of the decision regarding the appeals is through certified mail.

Step 3: If the appeal is denied again, the applicant can appeal to the Superintendent within 5 days of receiving the notice that the decision remains the same.

Step 4: If the appeal is denied by the Superintendent, the applicant can appeal to the Orange County Board of Education within 5 days of receiving the Superintendent's notice.

Step 5: The decision of the Board of Education shall be in writing by certified mail within 7 business days of the appeal hearing.