

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: January 28, 2013

AGENDA ITEM No. 13-01-(2)-11

ACTION ITEM (Y/N) N

SUBJECT: Student Transfer Process Report

INFO. CONTACT: Michael Gilbert PHONE: 919-732-8126

ATTACHMENTS: 1. Policy #4125 Student Transfers, Withdrawals and Releases
2. 2012-13 Transfer Overview

PURPOSE: To present the Board of Education information about the student transfer process.

BACKGROUND: Orange County Schools Board of Education Policy #4125, Student Transfers, Withdrawals and Releases, provides parents with the opportunity to request a transfer to any districted school. During the 2012-13 process, 524 students requested to transfer from their districted school. Of these requests, 488 transfers were ultimately granted. The district also received 60 requests to release students to attend schools in other districts.

The transfer requests are monitored throughout the process and weekly emails are sent to the parents to confirm the receipt of the transfer request. Parents who request a new transfer to a school that is currently over capacity are notified via email to afford them the opportunity to request another school.

On May 15, the principals will receive a list of continuing and new transfers requests to review. The principals meet with the Transfer Committee, comprised of the Chief Academic Officer, Public Information Officer, Director of Elementary Education, Director of Secondary Education and Director of Exceptional Children, to review the requested transfers and discuss the status of each request. Once the decision to approve or deny each transfer is made, email and hard copy letters will be sent to the applicants.

The parents of students who have had their transfer requests denied have the ability to appeal the principal's decision. The appeal process is outlined in the denial letter and begins with an appeal to the Transfer Committee, who then review the request and any extenuating circumstances in greater detail. If the committee denies the request a second time, the parents can appeal the denial to the Superintendent. If the Superintendent denies the appeal, the parents can appeal the decision to the Board of Education.

The transfer process for the 2013-14 school year will begin on March 1 and close at 5:00 p.m. on May 15. In 2012, we utilized an electronic process, which allowed staff to have real-time access to the

continued

number of requests and provide release letters to parents each week. The electronic format allows district staff to have better control of the impact the transfer process has on enrollment. Paper copies of the transfer request are still available for parents, but we encourage the use of the digital application format.

FINANCIAL IMPACT: The transfer process costs the district approximately \$270 annually in postage and supplies.

RECOMMENDATION: The Superintendent recommends that the Board receive the report on the student transfer process.

STUDENT TRANSFERS, WITHDRAWALS, AND RELEASES	<i>Date Reviewed/Approved:</i> 10/08/2012	<i>Policy Number:</i> 4125
<i>Rescinds Policy Number:</i> 4125		<i>Issued:</i> 6/2/08, 12/06/2004, 07/09/2007,04/05/2010

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 Public Information Officer 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 Public Information Officer 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 Public Information Officer 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 Public Information Officer and provide

additional documentation. The appeal request will be reviewed by a district review committee. If the request is denied again by the Public Information Officer, the applicant will be notified of this decision by certified mail.

If the applicant wishes to appeal the decision of the Public Information Officer, the applicant should appeal in writing to the Superintendent within five days of receiving notice of the decision from the Public Information Officer. 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.

2012-2013 Initial Transfer Report by Requested School

Requested School	Total Initial Transfers Requested	Total Initial Approved Transfers	Total Initial Denied Transfers	Percent of Initial Transfers Approved	Percent of Continuing Transfers (Grandfathered)	Transfer Requests from Staff Members	Approved Transfer Requests from Non- Staff Members	Number of Continuing Transfers (Grandfathered)	New Transfers for 2012-13	Number of IB Transfers	New Transfers who are Siblings of Continuing Transfers (Grandfathered)
CES	23	23	0	100.0%	52.2%	10	13	12	11	0	1
CPES	43	37	6	86.0%	86.5%	12	25	32	5	0	4
ECES	15	12	3	80.0%	75.0%	0	12	9	3	0	0
GABES	53	39	14	73.6%	74.4%	17	22	29	10	0	7
NHES	29	28	1	96.6%	67.9%	17	11	19	9	0	2
PES	75	55	20	73.3%	74.5%	23	32	41	14	0	3
ALS	27	26	1	96.3%	61.5%	14	12	16	10	0	1
CWS	34	33	1	97.1%	45.5%	12	21	15	18	0	0
GHMS	20	19	1	95.0%	68.4%	6	13	13	6	0	0
CRHS	166	147	19	88.6%	57.1%	23	124	84	63	58	5
OHS	39	38	1	97.4%	78.9%	8	30	30	8	0	1
Total	524	457	67	87.2%	65.6%	142	315	300	157	58	24

*Revised 12/1/2012

2012-2013 Transfer Appeal Report by Requested School

Requested School	Total Initial Transfers Requested	Total Initial Approved Transfers	Total Initial Denied Transfers	Appealed Continuing Transfer	Continuing Transfer Appeals Approved	Continuing Transfer Appeals Denied	Appealed New Transfer	New Transfer Appeals Approved	New Transfer Appeals Denied	Total Transfers
CES	23	23	0	0	0	0	0	0	0	23
CPES	43	37	6	5	5	0	1	1	0	43
ECES	15	12	3	2	2	0	1	1	0	15
GABES	53	39	14	5	2	3	0	0	0	41
NHES	29	28	1	0	0	0	0	0	0	28
PES	75	55	20	0	0	0	5	5	0	60
ALS	27	26	1	0	0	0	1	1	0	27
CWS	34	33	1	0	0	0	1	1	0	34
GHMS	20	19	1	0	0	0	2	2	0	21
CRHS	166	147	19	3	3	0	9	8	1	158
OHS	39	38	1	0	0	0	0	0	0	38
Total	524	457	67	15	12	3	20	19	1	488

*Revised 12/5/2012