

2025 – 2026 ADMINISTRATIVE STUDENT TRANSFER

Approval is valid for the current school year only

1. An Administrative Student Transfer application may be initiated at any time during the year by a parent/guardian, eligible student, or administrator.
2. All Administrative Student Transfer forms must be submitted to the student's home school. The home school is the neighborhood school at which the student is assigned by the District's attendance plan (Policy JEA-AR).
3. The principal of the student's home school will initiate contact with the principal at the school where the student has applied to attend. Both principals must agree to the transfer for it to be considered approved. After the two principals come to agreement (either approval or denial), the decision is final and **there is no appeal**. The school where the student will attend will contact the parent/guardian and email the signed transfer form to the parent/guardian as well as the other school. The school where the student will attend will also upload the Administrative Transfer form (and any documentation provided by the parent/guardian) to Synergy.
4. When considering an Administrative Student Transfer, both principals shall use the following criteria:
 - a. **Capacity** at the receiving school.
 - b. **Hardship** is defined as the student:
 - i. is being impacted by a parent or guardian's military deployment,*
 - ii. is experiencing instability related to homelessness or foster care placement,
 - iii. has a documented medical condition that necessitates a transfer,*
 - iv. is impacted by the death of a parent,
 - v. there is severe financial hardship for the family, or
 - vi. is involved in a documented case of severe harassment, intimidation, bullying or cyberbullying.*

*Please provide documentation with application for i., iii., and vi.

NOTE: All students must qualify for hardship in order to be approved for an Administrative Student Transfer regardless of grade level, sibling status on open enrollment, siblings of students in specialized programs, or parent employment with the district.

5. The receiving school principal may revoke the Administrative Student Transfer at any time if there is no evidence the student has benefitted from the transfer, as evidenced by behavior, attendance, or academic achievement.
6. Transportation for Administrative Student Transfers is the parent's/guardian's responsibility. Parents may submit a written request for transportation on a completed "Regular Education Transportation Service Request" and will be considered under the following conditions:
 - a. Service requests are approved on a space available, first-come, first-served basis. When the bus reaches capacity for students who reside within the school's attendance boundaries, non-eligible riders (open enrollment transfers) are removed. The last students approved will be first to be removed.
 - b. Student would use only a scheduled bus stop.
 - c. Students shall not cross streets designated as hazardous by the district.
7. **High School Only:** OSAA Constitution and Rules provide that any student who attends a high school as a result of undue influence may become ineligible and the high school could be subject to penalties. OSAA rules also require approval by both the sending and receiving high school principals, and approved by the Superintendent's Office. Student eligibility is subject to OSAA guidelines.

NOTE: Students approved for an Administrative Student Transfer are expected to check out of their home school. Chromebooks and materials must be turned in and fees paid before registering at the receiving school.

If a student moves during the school year (within the District or outside the District), they must complete a **Mid-Year Move form**. These forms are found on the Transfers page of the Beaverton School District website.

2025 – 2026 ADMINISTRATIVE STUDENT TRANSFER -- TO BE COMPLETED BY PARENT

First Name / Last Name of Student (please print)	2025-2026 Grade	Student ID#
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Present Address / City / State / Zip Code	Telephone Number
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Home School • (Home school is where student currently lives)	Receiving School • (This is the school you wish to attend)	School Attended Last School Year (2024-2025)
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Does your student intend to participate in Oregon School Activities Association (OSAA) athletics and/or activities?
(Review #8 above)

Yes No

Hardship (please check one) is defined as the student:

is being impacted by a parent or guardian’s military deployment*

is experiencing instability related to homelessness or foster care placement has a documented

medical condition that necessitates transfer*

is impacted by the death of a parent

is affected by severe financial hardship for the family

is involved in a documented case of severe harassment, intimidation, bullying or cyberbullying*

*Please provide documentation with application for these hardships.

All students must qualify for hardship in order to be approved for an Administrative Student Transfer regardless of grade level, sibling status on open enrollment, siblings of students in specialized programs, or parent employment with the district.

Reason for Administrative Student Transfer:

By typing my name in the box below I agree that this represents my signature for the purpose of submitting this form to the District. The District may reasonably rely on the authenticity of my typed signature as a true and correct representation of my authority to sign and submit this request on behalf of my student.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Email Address _____

FOR OFFICE USE ONLY

Approved Denied

Receiving School Principal Signature _____ Date _____

Home School Principal Signature _____ Date _____