

## **Intradistrict Transfers**

### ***Overview***

This policy governs both elementary and secondary student transfers within the Coquille School District. It ensures clarity, equity, and student-centered decision-making while aligning with district goals, staffing capacity, and program availability.

### ***Voluntary Transfer Requests***

#### **Junior Senior High School 7-12**

Voluntary transfer requests from CJSHS to WLS will be reviewed by the CJSHS school administration as they occur. Requests to transfer will be summarily granted for students that are in their junior or senior year that are credit deficient<sup>1</sup> and cases where a student's documented health condition precludes them from regular school attendance.

If a student does not meet the above criteria, they can apply for transfer with the District Office within our two transfer window opportunities, the month of August and the month of December. The District Office transfer committee will review the application and make a transfer determination. If the student is granted a transfer, they will be transferred at the beginning of the academic school year in September or at the beginning of the 2<sup>nd</sup> semester in January. If a transfer request is denied, they will be notified in writing.

#### **Elementary School (Grades K-6)**

Voluntary intradistrict transfer requests (from CVE to WLE or LSEL to WLE) can be applied to the district office within our two transfer window opportunities, the month of August and the month of December. If the student is granted a voluntary transfer, they will be transferred at the beginning of the academic school year in September or at the beginning of the 2<sup>nd</sup> Semester in January. If a transfer request is denied, they will be notified in writing.

### **Transfer Application Process**

A transfer request can be made by a parent, guardian or adult student. The committee will fully review each case in detail, so written or email requests are preferred. Verbal requests over the phone will also be considered.

The committee will consider the following factors:

1. Academic progress
2. Career/postsecondary goals
3. Attendance and discipline records
4. Extracurricular activity participation
5. Educational program fit
6. Sibling enrollment

7. Participation in Special Programs
8. Health or safety needs
9. Other student factors
10. Input from students, parents, or staff members

To complete the transfer process, all materials must be returned and all fees paid up to date.

### ***Involuntary Transfers***

#### **Junior Senior High School 7-12**

The school administration retains the right to transfer students involuntarily to WLS for severe attendance issues, severe credit deficiency or severe discipline incidents.

#### **Elementary School (Grades K-6)**

The school administration retains the right to transfer students involuntarily to WLE for severe attendance issues or severe disciplinary incidents.

### ***Conditions***

Approval is contingent on space availability, staffing, and program suitability.

Transportation is the responsibility of the parent/guardian within the one-mile radius of the school campus.

### ***Appeals***

Appeals of denied transfers must be submitted in writing to the superintendent within 10 business days of notification. Decisions will be reviewed based on district policy and communicated within 10 business days.