INS-P011-IN-DISTRICT TRANSFER REQUEST - ELEMENTARY

PROCEDURE

INSTRUCTIONAL SERVICES

SUMMARY

This procedure outlines the criteria and process to be followed for a parent(s) or legal guardian(s) to request permission for their elementary age student to attend a District school other than the one within their regular attendance boundary.

DEFINITIONS

Person in parental relationship

Adult who has physical custody of an individual or resides in the same household as the individual, interacts with the individual daily, provides the individual with food, clothing, shelter and incidental necessaries and provides the individual with necessary care, education and discipline.

Person in parental relationship does not mean a person with a power of attorney or other written delegation of parental responsibilities if the person does not have other evidence of a parental relationship.

In-District Transfer

The process of permitting attendance of a student at a District school other than their resident District school.

Resident school

The district school in a student's regular attendance boundary, which is determined by where the student's parent(s), legal guardian(s), or persons of parental relationship's residence is located.

Receiving school

The district school outside the student's regular attendance boundary, which the student is requesting to attend.

Requestor

The parent(s), legal guardian(s), persons of parental relationships, or eligible student (age 18 or emancipated) requesting the in-district transfer.

INSTRUCTION

1. Criteria:
    a. The requestor completes an in-district transfer form (INS-F018), available at their resident school, citing the reason for the request and submits the completed form to the principal or their designee of their resident school.
    b. At least one of the following criteria, which are listed in priority order, must be met, in order for a student to qualify for an in-district transfer:
        i. Educational programs that are unique and special, and do not exist at the student's resident school.
        ii. Medical and physical conditions exist which cause one facility to be more appropriate to the needs of the student than another facility.
            1. If requested by the District, the parent(s) or other person in parental relationship will provide a signed request for permission to release student records information to a third party.
        iii. Completion of the current school year, if a change in residence has occurred.

iv. The requested school is within safe walking distance (1 mile) of the student's home.

v. Principals of both the receiving and the sending schools and parent(s) agree that an in-district transfer will be in the best interest of the student. This decision may be predicated upon advice from medical, educational or other professional staff.

vi. Childcare arrangements currently exist within the receiving school's attendance area.

c. Students currently enrolled in the Dual Language program who are transferring to the next level (5th to 6th and 8th to 9th) will roll over to the Dual Language Receiving school. These students will not be required to submit an IDT for this transition.

2. Approval Process:

a. The principal or their designee of the resident school will determine if the request for transfer meets the criteria outlined in section 1 of this procedure.

i. If the request does not align with the criteria, the request will be denied.

b. If the request meets the criteria, the principal or their designee at the receiving school will determine if the current student/teacher ratio and projected enrollment will accommodate additional students to attend the school.

c. The principals of the receiving school and the resident school will make the decision on whether or not to approve the transfer.

d. Approved requests will be communicated to the requestor by the receiving school. Denied requests will be communicated to the requestor by the resident school.

e. Approved requests will coincide with the start of the school year or a date to be determined by the principal of the receiving and resident schools.

3. Timeline for requesting an in-district transfer:

a. Current School Year:

i. Completed in-district transfer requests must be submitted to the principal or their designee of the student's resident school during the designated window, November 1 through November 30.

ii. The principals of the resident school and the receiving school will review the in-district transfer request, based on the order of receipt, and will determine if the request can be approved using the process outlined in section 2 of this procedure, until the receiving school determines that it no longer can accept further transfer requests.

iii. Approved requests will be communicated to the requestor by the receiving school. Denied requests will be communicated to the requestor by the resident school.

iv. Students moving into the Salem-Keizer School District from another school district, and who wish to attend a school other than the one within their regular attendance boundary, shall submit an in-district transfer on or before the date of enrollment. The principals of the resident school and receiving school will expedite the IDT process to ensure timely enrollment.

b. Following School Year:

i. Completed in-district transfer requests must be submitted to the principal or their designee of the student's resident school during the designated window, March 1 through March 31, of the preceding school year.

ii. The principals of the resident school and the receiving school will review the in-district transfer request, based on the order of receipt, and will determine if the request can be approved using the process outlined in section 2 of this procedure, until the receiving school determines that it no longer can accept further transfer requests.

iii. Approved requests will be communicated to the requestor by the receiving school. Denied requests will be communicated to the requestor by the resident school.

4. Expiration of an in-district transfer:

    a. An in-district transfer, unless revoked, will expire at the end of a student's 5th grade, 8th grade and senior year.

    b. The requestor must submit a new request for an in-district transfer as per the steps outlined in section 1 of this procedure when a student moves from elementary school to middle school or middle school to high school.

        i. The District will not guarantee that a student using an in-district transfer will continue within the feeder system of the receiving school.

5. Appeals:

    a. If the principals' recommendation is to deny the request, the requestor can appeal the decision to the Superintendent or their designee.

    b. The decision of the Superintendent or their designee will be final.

6. Transportation:

    a. The District will not provide transportation for students on in-district transfers.

7. Attendance Area Adjustments:

    a. In the event that adjustments are made to an attendance area, temporary exemptions to the in-district transfer procedures may be implemented by the Superintendent or their designee.

APPLICABILITY

- This policy applies to elementary schools.

ASSOCIATED DOCUMENTS

- INS-F018 - Elementary In-District Transfer Request Form
- INS-P013 - In-District Transfer Revocation

APPROVAL AUTHORITY

- Assistant Superintendent

REVISION HISTORY

- 4/4/11 Cabinet Approved
- 2/15/16 Revised timelines on when transfers can occur (Section 3.2.5) and when to apply for transfers (Section 3.3.2).
- 2/22/17 Removed information specific to 2016-17 school year (Section 3.3.2)
- 7/23/18 Made minor adjustments to grammar and removed information specific to 2017-18 school year.
- 10/28/21 Minor updates throughout and updated sections 3.2.5., 3.3.1.4, and 3.3.2.3
- 2/18/22 Added section 3.1.3.
- 4/13/22 Updated sections 3.2.4, 3.3.1.3, and 3.3.2.3.
- 7/21/25 Converted to new template and removed section 3.1.2.3.1
- 11/05/25 Updated section references in 2.a, 3.a.ii, 3.b.ii, and 4.b.