INS-P015-IN-DISTRICT TRANSFER REQUEST – HIGH SCHOOL

PROCEDURE

SECONDARY EDUCATION

SUMMARY

This procedure outlines the criteria and process to be followed for a parent(s), legal guardian(s), or eligible student (age 18 or emancipated) to request permission for the high school student to attend a District school other than the one within their regular attendance boundary.

DEFINITIONS

In-District Transfer

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

Person in a parental relationship

An 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.

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 relationship, 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-F046), 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. The student must be enrolled for an in-district transfer to be reviewed.

    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. Specific educational programs as identified by the District that do not exist at the student's resident school. These programs are listed on the District's website under high schools.

        ii. Continuation of an in-district transfer is contingent upon the student's satisfactory participation in the requested program until all levels have been completed. Failure to

participate in the requested program(s) will result in the transfer being revoked (see INS-P013 section 3.3.2.)

iii. Medical and physical conditions exists 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.

iv. Completion of the current school year, if a change in residence has occurred.

v. The requested school is within safe walking distance of the student's home (1.5 miles).

vi. 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.

vii. 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 adding additional students to the school.

c. The number of transfers may be limited based upon the capacity of the program. In situations where requests exceed capacity, transfers will be determined through a lottery process conducted at the secondary education district office.

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

e. The resident school shall communicate the decision to the requestor.

f. Approved requests will coincide with semester breaks.

i. On occasions when the sending and receiving principals agree that an immediate transfer is in the best interest of the student, the transfer can occur immediately.

3. Timelines for requesting an in-district transfer - Current School Year:

a. Completed in-district transfer can be submitted to the principal or their designee of their resident school on or after November 1 through November 30.

b. 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 3.2 of this procedure, until the receiving school determines that it no longer can accept further transfer requests.

c. The requestor will be notified by the principal or designee from their resident school no later than December 14 if their request is approved or denied.

d. High School students moving into Salem-Keizer School District from another school district shall submit an in-district transfer on or before the date of enrollment.

e. The request will be reviewed as outlined in section 3b. above, and the requestor will be notified within two weeks of submitting the request by the principal or designee from their resident school of the decision to allow the transfer

4. Following School Year:

    a. Completed in-district transfer can be submitted to the principal or their designee of their resident school on or after March 1 through March 31 of the preceding school year.

    b. The principal or designee 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 3.2 of this procedure, until the receiving school determines that it no longer can accept further transfer requests.

    c. The requestor will be notified no later than April 14 by the principal or designee from their resident school if their request is approved or denied.

5. Expiration of an in-district transfer:

    a. An in-district transfer, unless revoked, will expire at the end of a student's 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 3.1 of this procedure when a student moves from 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.

6. 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.

7. Transportation:

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

8. Athletic, Co-Curricular, and Activities Participation:

    a. A high school student on an approved in-district transfer who participates in Oregon State Activities Association (OSAA) approved sports, co-curricular, and/or activities will be eligible to participate based on the written rules defined by OSAA.

9. 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

- Registrars
- Administrators
- High School Families

ASSOCIATED DOCUMENTS

- INS-F046-In-District Transfer, High School
- INS-P013-In-District Transfer, Revocation

APPROVAL AUTHORITY

- Deputy Superintendent

REVISION HISTORY

- April 4, 2011 Cabinet Approved
- June 17, 2019 - Updated form number in section 3.1.1
- October 28, 2021 - Added definition for persons in parental relationship
- February 18, 2022 - Added section 3.1.3.
- April 6, 2022 - Updated section 3.2.4
- October 23 - Updated 1.a - The student must be enrolled for an in-district transfer to be reviewed.