Pleasant Hill School District #1
36386 Highway 58
Pleasant Hill, OR 97455
Phone: 541.746.9646 / Fax: 541.746.2537
Email: transfers@pleasanthill.k12.or.us

INTER-DISTRICT TRANSFER REQUEST 2026-27

☐ **Phase 1** (Ends May 29) ☐ **Phase 2*** (Ends August 12) ☐ **Phase 3/Mid-Year** (Beginning September 1)

STUDENT INFORMATION: (One form per student)

Legal Last Name: _____ Legal First Name: _____ M.I.: _____

Address: _____
Street & Mailing City/State Zip Code

Date of Birth: _____ Grade in 2026-2027 School Year: _____

District & School transferring FROM _____

Does the student currently attend PHSD or have an approved transfer for the 25-26 school year? Yes ☐ No ☐

Is the student currently expelled or going through the expulsion process? Yes ☐ No ☐

Does the student have a sibling currently attending Pleasant Hill School District Yes ☐ No ☐

If yes, what is the name of the sibling? _____ Grade of sibling? _____

PARENT/LEGAL GUARDIAN INFORMATION:

Parent/Legal Guardian** Name: _____

Email Address: _____

Phone (home): _____ Phone (cell): _____

By signing below, I understand the transfer may be revoked if the student violates school and/or district rules and regulations, has irregular attendance or chronic tardiness, or if the information on this form is falsified. I acknowledge my student is not guaranteed a seat at Pleasant Hill School District. I also understand that my student cannot register for school until my transfer has been officially approved. Parents/Legal guardians must provide transportation for approved transfer students to and from school, regardless of documented disability.

Additionally, by signing below, I acknowledge when enrolling, **all** students are required to provide proof of address. Suggested proof of address would be: Escrow papers/rental agreement, current resident service bill (i.e., electric, gas, cable, garbage or water bill); or driver's license or State ID card.

Signature of Parent/Legal Guardian: _____ Date: _____

FOR DISTRICT OFFICE USE ONLY

RESIDENT DISTRICT: _____	RECEIVING DISTRICT: _____
Approved Denied	Approved Denied
Reason for Denial _____	Reason for Denial _____
Superintendent/Designee Date	Superintendent/Designee Date

Resident District: _____

*Deadline for athletic registration to be determined – Students must be registered by this date in order to sign up for school sports.
**Legal guardians are *required* to provide court documents appointing them guardian.

Date Rec'd by PH: Date Notified:

Inter-District Transfer Guidelines

Timelines:

- March 2, 2026 – Phase 1 of registration opens.
- May 29, 2026 – Deadline for Phase 1 transfer requests.
- June 2, 2026 – Lottery drawing for inter-district transfers. Begin notifying families of acceptance status. Remaining applicants put on waitlist and moved to Phase 2.
- August 3, 2026 – Phase 2 transfer requests accepted. - ***Registration deadline for student athletes (per OSAA) To Be Determined***
- August 12, 2026 – Deadline for Phase 2 transfer requests.
- August 24, 2026 – Available spots filled with waitlist. Lottery drawing if needed. Begin notifying families of acceptance status.
- September 1, 2026 – Phase 3/Mid-Year transfer requests accepted.

Nonresident Student Definition:
A nonresident student is any student whose parent(s)/legal guardian(s) reside outside Pleasant Hill School District attendance boundaries. **As per state law, students may not use addresses of family, friends, businesses or daycare to gain access into a school**. Residing temporarily within district boundaries does not establish residency.

Determination/Notification:
Per Oregon law 339.133(5)(a), all nonresident transfers must obtain consent from the resident district before enrolling in a nonresident district. Resident districts are required to provide a written reason for denying a student's release to a nonresident district.

Once a determination has been made, the student's family will receive written notification of the approval or denial.

Special Notes:

- Students*** approved through any nonresident transfer are required to attend as full-time students.
- A transfer may be revoked should the student's attendance fall below 90% and/or should the student's behavior fail to meet standards.
- Student's receiving a transfer revocation are not eligible to apply for transfer for one year.
- The parent/legal guardian must provide transportation for approved transfer students to and from school, regardless of documented disability.
- Students may not register for school or sign up for/practice with athletic teams or other activity groups in the requested school until the transfer is approved *and* eligibility is determined.
- Families will be sent written notification of their student's transfer application results after the lottery drawing dates (listed above).
- **Families knowingly providing false information to access a school shall be immediately withdrawn and may be charged tuition.**

***PHSD does not accept transfer requests from 12th grade students.