Hood River County School District

Code: **JECBB-AR**
Revised/Reviewed: 5/04/10; 5/20/14; 8/27/14; 5/23/19; 7/09/25
Orig. Code: 9137

Intradistrict Transfer Procedures

HOOD RIVER COUNTY SCHOOL DISTRICT
PARENT REQUEST FOR STUDENT TRANSFER

Per Board Policy JECBB: The District supports maintaining neighborhood schools and having students living within a school's boundary attend that school. Students may only be allowed to transfer to other schools within the district per established district procedures. (See JECBB-AR). **Please follow the procedure outlined in JECBB-AR to request a transfer.**

SECTION I -- TO BE COMPLETED BY PARENT/GUARDIAN (Please Print)

One Student Per Form

SCHOOL YEAR FOR TRANSFER REQUEST _____ STUDENT'S GRADE IN TRANSFER YEAR _____

STUDENT'S NAME _____ Date of Birth_____

MAILING ADDRESS _____
Street address or PO Box City State Zip Code

STREET ADDRESS (IF DIFFERENT THAN MAILING) _____
Street City State Zip Code

PARENT/GUARDIAN PHONE (HOME) _____ (EMAIL) _____

SIBLINGS (1) _____ (2) _____
Full Name Date of Birth Full Name Date of Birth

PARENT/GUARDIAN NAME REQUESTING TRANSFER _____

I AM REQUESTING A TRANSFER **FROM** (1) _____ SCHOOL

TO ATTENDANCE AREA OF (2) _____ SCHOOL

REASON FOR REQUEST ☐ Opt In Dual Language Program - complete section 4 on back
☐ Opt Out Dual Language Program ☐ Other Reason for Transfer:_____

UNDERSTAND I AM RESPONSIBLE FOR MY CHILD'S TRANSPORTATION TO AND FROM SCHOOL.

_____
Parent/Guardian Signature Date

SECTION II -- BUILDING ADMINISTRATION ONLY

☑ Dual Language Transfer - Met with dual language school principal on _____(date)

☑ All Other Transfers - Met with current school principal on _____(date)

REQUEST APPROVED/DENIED (circle one) BY: (1) _____
Principal's Signature Date

REQUEST APPROVED/DENIED (circle one) BY: (2) _____
Principal's Signature Date

If denied, state reason(s): _____

_____

If conditionally approved, state reason(s): _____

(2) PRINCIPAL: WHEN COMPLETE, FORWARD THIS REQUEST TO THE DISTRICT OFFICE. ONE COPY WILL BE RETURNED TO THE PARENT AND BOTH SCHOOLS INVOLVED. ATTACH ANY ADDITIONAL INFORMATION TO THIS FORM THAT MAY BE NECESSARY.

SECTION III-- DISTRICT OFFICE ONLY

REQUEST APPROVED/DENIED (circle one) BY: _____
Superintendent, Hood River County School District

SECTION 4 -- TO BE COMPLETED BY PARENT/GUARDIAN (Please Print)

Dual Language ONLY

Please describe your student's connection to the Spanish language. This information will be used to determine the language category for your student, and whether additional assessment is required.

Native speaker: a student who has been primarily communicating (both in speaking and listening) in Spanish with at least one parent/guardian since birth. This does NOT include bilingual childcare or preschool.

Heritage speaker: a student who primarily speaks English but who has family members (i.e. parents or grandparents) who are/were native Spanish speakers.

Speaker of another language: a student who is not a native or heritage speaker of Spanish. This includes: students from families who only speak English; students whose families speak another language at home that does not include Spanish; students with some Spanish proficiency through instruction or exposure from a family member (i.e. bilingual daycare provider, etc.)

LANGUAGE CATEGORIES FOR DUAL LANGUAGE PROGRAM (Check all that apply):

- ☐ The student has been primarily communicating (both in speaking and listening) in Spanish since birth with at least one parent/guardian.
- ☐ At least one of the student's parents/guardians has been speaking Spanish since birth.
- ☐ At least one of the student's grandparents has been speaking Spanish since birth.
- ☐ At least one of the student's parents/guardians learned Spanish outside of the home and continues to speak it with the student regularly.

Intradistrict Transfer Procedures

The objectives of this procedure are to provide clarity for instances in which the administration will authorize the transfer of any of its students living within the school district boundaries from their neighborhood school to a non-neighborhood school within the school district.

1. **Parent-Initiated Transfers**

   Before initiating the transfer process, a parent meeting with the current school principal is required. For Dual Language Program transfers (opt-in or opt-out), this meeting must be held with the principal of the dual language school instead of the current school principal.

   Efforts to submit and approve/deny intra-district transfers will be made in April/May before the following school year to establish enrollment and proper staffing levels.

2. **Dual Language Program Transfers – Kindergarten Entry Only**

   The Dual Language Program transfer process applies only to new kindergarten students seeking to enroll in or opt out of the program.

   a. Transfers are subject to space availability and overall program capacity. If applications exceed available space, an equitable lottery process will be used. Siblings receive priority unless the sibling has exited the program.
   b. Once admitted, students are expected to remain in the program through the 5th grade. Mid-program withdrawal is strongly discouraged and considered only in exceptional cases, subject to administrative approval.
   c. Dual language

3. **General Intra-District Transfer Requests**

   Requests to transfer will be considered subject to the following criteria:

   A safety or health condition affecting the student that would likely be improved as a result of the transfer. “Would likely be improved” means it is probable, in the judgment of the administration, that the nature and effect of the benefit to be received will be real and meaningful;

   a. A safety or health condition affecting the student that would likely be improved as a result of the transfer. “Would likely be improved” means it is probable, in the judgment of the administration, that the nature and effect of the benefit to be received will be real and meaningful;
   b. The parent has moved and the place of residence is now located outside the attendance boundary of the student’s neighborhood school but remains within district boundaries and completion of the current school year in the student’s present school is in the student’s best interest. If approved, the student would attend their new neighborhood school the following school year;
   c. There is some other special hardship or detrimental condition affecting the student that would be alleviated as a result of the transfer. “Special” means a circumstance or factor not generally applicable to other students. “Hardship” and “detrimental condition” apply to circumstances or factors which will directly and significantly impact a major life condition or create a harmful effect for the student and is not restricted to a safety or health condition;

If the above criteria are met, an Intra-District Transfer may be granted if space is available at the requested school.

The following procedure will be followed for parent-initiated transfer requests:

a. Parents requesting a transfer must first meet with the appropriate principal to address concerns before initiating the transfer process. For most transfers, this means meeting with the current school principal. For Dual Language Program transfers (opt-in or opt-out), the meeting must be with the principal of the Dual Language school.
b. Parents requesting a transfer will complete the Parent Request for Student Transfer form and take it to the resident school for the resident school's principal's signature, who will send the form to the requested non-neighborhood school for principal approval. Using the criteria outlined above, denial by either school's principal stops the process.
c. Reasons for denial at either school are based on the best interest of the student and may include:

    (1) Maintaining class size at the grade level.
    (2) Student is not in good standing (academics, behavior, and/or attendance).

d. The administration will consider the same factors referenced above annually to evaluate the continuation of previously approved transfers for students who have attended a non-neighborhood school on a parent-initiated transfer. If the factors are no longer deemed to be reasons for renewing a transfer, the administration can revoke the transfer.
e. For requests made before or during the beginning of the school year, the requested school's principal may hold the form until the end of the second full week of school to ensure that the requested grade level has space available.
f. If space is available at the requested school, students enrolled previously through the intra-district transfer procedure will be given priority. If space is not available, students who were previously granted a transfer will return to their neighborhood school.
g. Transfer students will be assigned to available class sections by building administrators.
h. In the event that multiple transfer requests are received, and meet the criteria outlined above, for a limited number of available slots, the principal of the requested school will make a determination of the severity level of the extenuating circumstance and determine which student(s) will be accepted via the transfer request procedures outlined above.
i. Students with special needs will be considered for parent-requested transfers under the same criteria as all other students. Parent-requested transfers are a separate process from determining placement for special education services.
j. Parents of transferring students will be responsible for their child's transportation. Bus routes will not be changed and bus capacities will not be exceeded to accommodate transferring students.
k. Following the intra-district transfer, should the students standing at the school they transferred to in reference to academics, behavior and/or attendance be of concern, the principal will conduct a meeting with the student and parent/guardian to develop and follow a plan to correct the issues of concern. If the concerns related to academics, behavior and/or attendance are not resolved following a reasonable amount of time, the intra-district transfer can be revoked by the principal.

4. **Transfers Initiated by the School District**

   a. The district reserves the right to assign students to attend any school in the district (See Board policy JECC - Assignment of Students to Schools).
   b. Reasons for transferring a student to a non-neighborhood school may include, but are not limited to:

      (1) Transferring back parent-initiated transfers.
      (2) Prohibitive transportation factors.
      (3) Proximity to the school being transferred to; and proximity to the existing boundary lines.
      (4) Special needs of a student that cannot be effectively met at the neighborhood school due to programming considerations (i.e., migrant, special education program, etc.).

5. Procedures for Parent Notification

   The principal or designee will notify parents in writing or via telephone of the ultimate decision of granting or denying a transfer request.

6. Appeals

   a. Parents may appeal the decision of a denial of a transfer request to the superintendent. The parent will make the appeal in writing to the superintendent.
   b. The superintendent will review the request with the principal(s) and provide the parent(s) with an opportunity to meet to review the request.
   c. The superintendent or designee will notify the parents in writing or via telephone of the ultimate decision of the appeal.