

OPEN TRANSFER POLICY TRANSFERS AND ASSIGNMENTS

The transfer of public school students from other school districts to this school district is strictly controlled by statute. Student transfers are valid for one year only and must be reapplied for annually. Transfers will be approved on a student-by-student basis. Siblings must apply individually.

It is the policy of the board of education that any application for transfer will be reviewed by the board of education and considered on a first-come, first-served basis. Applications may be obtained from the superintendent **or superintendent's designee** and shall be filed with the office of the superintendent **or the superintendent's designee** during regular business hours of the school district no later than February 1 in the school year preceding the school year for which the transfer is desired. Written application for any transfer shall be made by the parents(s) of the student and filed with the superintendent, or designee, of the district. For purposes of the Education Open Transfer Act, the term "parent" means the parent of the student or person having legal custody of the student.

By March 1 of the same school year, the receiving school district shall notify the resident school district that a student enrolled in the resident school district has filed an application for transfer.

The board of education, or designee, shall approve or deny the applications for transfer no later than June 1. The district shall not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. Notwithstanding, the provisions of the Education Open Transfer Act, transfers of children with disabilities shall be granted as authorized in Section 13-103 of Title 70 of the Oklahoma Statutes. All transfer applications will be approved or denied subject to the following criteria:

1. Availability of Programs – Space, staffing and equipment needs shall be considered.
2. Staffing Availability - If accepting the transfer will require the addition of personnel, the transfer application will be denied. The board shall seek to maintain legislated class-size requirements while allowing space for incoming resident students within the site's regular attendance area. Availability of staff with a standard certificate or license shall also be considered.
3. Space Limitations - The board shall consider the intended capacity of a building to provide appropriate space for the classrooms and programs provided by the district. The overflow status of a site as a receiving or sending school shall also be considered.
4. Disciplinary and Attendance Records - Discipline and attendance records of students transferring to this district will be requested as part of the student's records. It shall be within the discretion of the board of education, based upon the student's disciplinary and attendance records, as to whether a transfer will be approved or denied. As a general rule, students deemed "not in good standing" at their former school will not be approved for transfer to this district.

OPEN TRANSFER POLICY, TRANSFERS AND ASSIGNMENTS (cont.)

A student who enrolls, pursuant to the Education Open Transfer Act, in a school district in which the student is not a resident shall not be eligible to participate in school-related extramural competitions governed by the Oklahoma Secondary Schools Activities Association for a period of one (1) year from the first day of attendance at the receiving school unless the transfer is from a school district which does not offer the grade the student is entitled to pursue. If the student is granted an emergency transfer pursuant to 70 O.S.§8-104, eligibility to participate in school-related extramural athletic competition shall be determined by the Oklahoma Secondary Schools Activities Association.

On or before June 1, the superintendent shall file a copy of a list of students granted transfers showing the resident school district and grade level of all students granted transfer with the State Board of Education and each resident school district.

A student granted a transfer may continue to attend school in this district unless the transfer is subsequently disapproved. Notice of such disapproval shall be given on or before March 1, provided the student shall be entitled to continue attending school in this district until the end of the school year.

On an adequate showing of emergency, the superintendent, or designee, may make and order a transfer subject to approval by the State Board of Education. An emergency shall include only:

1. The destruction or partial destruction of school facilities;
2. The inability to offer the subject a student desires to pursue, if the student becomes a legal resident of a school district after February 1 of the school year immediately prior to the school year for which the student is seeking the transfer;
3. A catastrophic medical problem of a student, which for purposes of this section shall mean an acute or chronic serious illness, disease, disorder, or injury which has a permanently detrimental effect on the body's system or renders the risk unusually hazardous;
4. The total failure of transportation facilities; or
5. The concurrence of both the sending and receiving school districts.

Emergency transfers previously made may be canceled with the concurrence of the board of education and the parents.

A child who has reached the age of four (4) on or before September 1 of the school year, and resides in a district that does not offer an early childhood program, may be granted a transfer into the district provided the physical facilities and teaching personnel can accommodate the child. The district may also refuse to accept the nonresident child if the district determines the child is not ready for an early childhood education program.

Placement of transferred students will be at the discretion of the school district based upon enrollment.

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Prior to the approval of the transfer of a student on an individualized education program (IEP), a joint IEP conference shall be required between the district of residence and the receiving district.

Parents will be required to provide transportation to school or to a regular pre-existing bus stop in the school district.

A child whose family relocates from the school district may continue attendance to the end of the current school year provided the student began the school year in the school district.

Students transferring to the district between school years shall be admitted to the next higher grade upon meeting entrance requirements and showing evidence of having completed the preceding grade. Students transferring from private, non-accredited, or home schools shall be tested and placed accordingly.

No student shall be permitted to transfer more than once in any school year.

REFERENCE: 70 O.S. §1-114
70 O.S. §1-113
70 O.S. §5-117.1
70 O.S. §8-101, et seq.
70 O.S. §24-101, et seq.
Family Education Rights and Privacy Act

CROSS-REFERENCE: Policy FDA, Students: Enrollment Requirements
Policy FOD, Suspension of Students