

Oregon Trail School District 46

Code: **JECF-AR (1)**
Adopted: 9/8/97
Readopted: 4/12/04
Revised: 10-9-06, 3/10/08
Orig. Code(s): JECB-AR

GENERAL GUIDELINES FOR INTER-DISTRICT TRANSFER REQUESTS AND APPLICATION PROCESS

The parents or guardians of children between the ages of 4 and 18 years of age must complete a ***Resident District Transfer Request Form*** if they are requesting a child attend a district other than the Oregon Trail School District. Both the Oregon Trail School District and requested Non-Resident District must approve the request. Transportation is the responsibility of the parent unless otherwise specified. First-time requests may be submitted throughout the year to the Oregon Trail School District. **It is the parent's responsibility to submit a *Renewal of Inter-District Transfer Request* annually by April 15th, to the Oregon Trail School District.** Fall admission requests may not be considered until final enrollments are completed.

The completed application must be submitted by the parent/guardian to the Oregon Trail School District for review and approval by the Director of Elementary or Secondary Programs. Every effort will be made to provide written notification to the parent/guardian within approximately 10 days of the Oregon Trail School District's decision. (Notification by the Non-Resident District may exceed 10 days of receipt of application to comply with State guidelines for Special Education procedures or if request is for Fall Admission.)

If the request is denied by the Oregon Trail School District:

The parent/guardian shall receive a copy of the written denial, including reason(s) why the request was denied as recorded on the ***Resident District Transfer Request Form***.

If the request is approved by the Oregon Trail School District:

Upon approval by the Oregon Trail School District, a contract will be written and signed by the Director of Elementary or Secondary Programs and then faxed or mailed along with the ***Resident District Transfer Request Form*** for review and approval or denial by the Non-Resident School District's Superintendent or designee. School records will be provided to the Non-Resident District upon request.

The Non-Resident District's superintendent or designee will record the reasons for approval or denial, sign the Form and return it to the Oregon Trail School District's Director of Elementary or Secondary Programs. Conditions under which the Non-Resident District may deny attendance are listed below. A copy of the completed ***Resident District Transfer Request Form*** with the Non-Resident District's decision will be sent to the parent/guardian by the Oregon Trail School District.

Applications for an Inter-District Transfer must be submitted annually. **If an *Application for Renewal of Inter-District Transfer Request* is not completed by the parent/guardian, attendance privileges at the Non-Resident District will be discontinued, and the student will be expected to attend school in the Oregon Trail School District.**

Conditions/Reasons for Requesting Attendance in a Non-Resident School:

The Oregon Trail School District will consider a parental/guardian request to attend a Non-Resident School District for the following reasons:

1. The child is attending school in another district and is requesting to complete the remainder of the year at that school, or the student is completing his/her final year of education preceding graduation from high school.

2. Extenuating educational, health or safety circumstance(s) would be reasonably improved as the result of a transfer to a Non-Resident school district. Examples include a student who will be returning to school after treatment in a mental health program, return from a substance abuse treatment program, participation in a teen parent program, etc.
3. Some special hardship affecting the student or student's immediate family would be alleviated as a result of the transfer to a Non-Resident District.
NOTE: The Oregon School Activities Association (OSAA) states, "It is a fundamental rule of the Association that students must attend only the high school in the school district where their parents reside. Exceptions to this rule are to be strictly construed." (Rule 8-6-1) Parents may contact OSAA at (503) 682-6722 with specific questions.

Non-Resident School District Conditions for Accepting, Denying or Revoking Transfer Requests

1. Appropriate course or program space must be available.
2. The student is in good standing at the Oregon Trail School District.
3. A district will refuse admission of a student expelled from another district until at least the end of the semester in which the student was expelled or longer if expulsion is under conditions addressed in the Gun Free School Act.
4. A transfer may be terminated if any educational, behavioral, or attendance issues are not consistent with the Non-Resident District's Board Policies and Guidelines.

Exceptions (Inter-District Transfer Request is NOT required):

1. If the parents or guardians move outside the Oregon Trail School District boundaries on or after April 15th, a student in good standing may remain in the district for the duration of the school year without completing a formal, district transfer; or
2. The student is legally emancipated and continues to reside within the Oregon Trail School District boundaries, irrespective of the residence of the parents or guardians; or
3. The student is an official, foreign exchange student; or
4. The Oregon Trail School District, with parental approval, is requesting a Non-Resident District provide a free appropriate public education to meet the unique needs of a child eligible to receive special education services. The Oregon Trail School District will retain all responsibility for ensuring that the parents and student are afforded all special education rights and procedural safeguards under state and federal law. The ***Inter-District Consent Agreement for Admission of Non-Resident Student*** must be completed between the Oregon Trail and Non-Resident Districts. ORS 339.133(6) and CFR §300.152

The Oregon Trail School District admits students to all the rights, privileges, programs and activities generally accorded or made available to all students in the schools. It does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, age, or disability in administration of its educational policies, admission policies, athletic programs, or in any other way. This extension of privileges does not apply to the District's fee waiver and reduction program.

PARENT CHECK OFF:

- I have completed all sections and signed the attached form.
- If requesting a transfer for more than one child, I have completed a separate form for each child
- I have attached all necessary documentation to support my request for transfer.
- I have read and understand the District Guidelines as it relates to transfers.



Oregon Trail School District
 P.O. Box 547, 36525 S.E. Industrial Way
 Sandy, Oregon 97055 Telephone: (503) 668-5541 Fax: (503) 668-7906

RESIDENT DISTRICT TRANSFER REQUEST

New Request

SCHOOL YEAR _____

Renewal Request

This is to request that the student named below be admitted or continue in attendance at the school shown below.
 (A separate form for each student must be completed.)

_____ Student Name		_____ Current grade level	_____ Date of Birth (MM/DD/YY)
_____ Current Street Address		_____ Name of person completing application for transfer	
_____ City/State/Zip		_____ Relationship to student	
_____ __ New __ Old Street Address (if applicable)		_____ Oregon Trail School District #46 Resident School	
_____ City/State/Zip		_____ Non-resident school in which attendance is requested	
_____ Home Phone	_____ Cell/Work Phone	_____ Non-resident school district and phone number	

----- **Please complete the reverse side of this form** ----->

OREGON TRAIL SCHOOL DISTRICT USE ONLY	
Final Action of Oregon Trail School District:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
_____ Superintendent or Designee	_____ Date
COMMENTS:	

NON-RESIDENT SCHOOL DISTRICT USE ONLY	
Final Action of Non-Resident School District:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
_____ Superintendent or Designee	_____ Date
COMMENTS:	

