

# Parkrose School District 3

Code: JECF-AR  
Adopted: 9/23/03  
Revised/Reviewed: 5.28.19

## Interdistrict Transfer of Resident Students

### General Parent/Student Requests for Interdistrict Transfer (Requiring the consent of both districts)

The following procedure will govern consideration of a request by a student who resides within district boundaries and who is requesting district approval for a transfer to attend school in another district:

1. A parent will request the release of their student by completing the appropriate district form;
2. First come first served until we reach our limit. Applications available starting **April 1<sup>st</sup>**. Requests processed starting **May 1<sup>st</sup> until the start of the school year**.
3. The completed form must be submitted to the district office;
4. The superintendent or designee will grant or deny the request for release according to established Board policy criteria and notify the parent in writing of the decision within 15 calendar days;
5. If the release is granted by mutual consent of the resident and nonresident districts, the resident district will make necessary arrangements for the transfer of the student's education records;
6. If the request for release is denied, parents will be notified in writing of the reason for denial and the right to appeal the decision to the Superintendent by sending a written request to the superintendent or designee within 10 calendar days;
7. A final decision will be made by the Superintendent within 30 calendar days. The Superintendent's decision will be communicated to the parent in writing. The Superintendent's decision is final.

### Safe Public School Choice Transfer Requests

In the event a district school is identified by the Oregon Department of Education (ODE) as persistently dangerous, or a student has been a victim of a violent criminal offense while in or on the grounds of a school the student attends, and there is not another school in the district for the student to transfer to, the district may develop an agreement with a neighboring district to accept transfer students. The development of such agreements is at the discretion of the district.

### Record Keeping

A file of all interdistrict transfer requests will be maintained at the district office.