

Parkrose School District 3

Code: JECF-AR-1

Adopted: 09-23-03

Re-Adopted: 10-27-03

Re-Adopted: 06-29-09

Re-Adopted:

Inter-District Transfer of Resident Students

General Parent/Student Requests for Inter-district Transfer

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 his/her student by completing the appropriate district form JECF-AR-2;
2. A completed form must include the basis for the request and the signature of the superintendent or his/her designee of the school district which the student seeks to attend;
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 his/her decision within fifteen (15) calendar days; or by the established dates listed on JECF-AR-2.
5. If the release is granted, it will specify the length of the release or the condition or event which would cause the release to be terminated;
6. If the release is granted, the district will notify the nonresident district and make necessary arrangements for the transfer of the student's education records;
7. If the request is denied, parents will be notified of the right to appeal the decision to the Superintendent, by sending a written request (not email) to the Superintendent or designee within ten (10) calendar days of notification;
8. The Superintendent will respond to the parent's denial appeal in writing within ten (10) calendar days. ~~If the parent wishes to appeal the decision of the Superintendent, the parent will send a written request to the Board within ten (10) calendar days of notification. The Board will respond to the parent in writing within ten (10) calendar days. The Board's decision is final; The Superintendent's appeal decision is final.~~
9. All releases granted by the district will be limited to the school year in which the transfer is approved. Annual application will be required no later than July 1 for the following school year.
10. The District will require all students requesting release from Parkrose School District to conference with the Principal of their respective attendance area school before turning in the application for transfer. Principals will make a written recommendation to release resident students and state the area(s) listed in JECF items 1-4 for which the student is granted release.
11. Minor children (students) who reside in the District but whose legal parents or guardians reside in other School Districts will provide a current Power of Attorney prior to admission in school. The Power of Attorney will comply with the guidelines provided in JECF-AR-3.
12. All releases are subject to periodic review.

Public School Choice Transfer Requests

In the event there is not another school in the district for the student to transfer because all schools at a grade level are in school improvement, the district will, to the extent practicable, establish a cooperative agreement that would allow inter-district transfers. If such an agreement is established, transfers to meet the public school choice requirements of NCLBA will be provided in accordance with established Board policy and administrative regulation.

Safe Public School Choice Transfer Requests

In the event a district school is identified by 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. Transfer approval will be in accordance with established Board policy and administrative regulation.

Record Keeping

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