~~OSBA Model Sample Policy~~Ashland School District 5

Code: JECF-AR
Revised/Reviewed: date

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.   The completed form must be submitted to the Student Services Office.~~district office~~;

3.   The Director of Student Services ~~Board chair, 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 [~~10~~15] ~~calendar~~ business days;

4.   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;

5.   [[1]~~The superintendent's decision is final.~~] [[2]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 ~~Board~~ by sending a written request to the office of the Superintendent ~~the superintendent or designee~~ within [10] ~~calendar~~ business days;]

6.   ~~[The Board [will] [may] hear the appeal at its [next] regularly scheduled Board meeting;]~~

~~7.~~6.   [A final decision will be made by the Superintendent ~~Board~~ within [~~20~~] ~~calendar~~ 10 business days following the receipt of the appeal ~~Board hearing~~. The ~~Board's decision~~ Superintendent's decision will be communicated to the parent in writing.]

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

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[1] ~~[If the district's request for interdistrict transfer process ends with the superintendent's decision as final, use this language for #5 and delete the rest of the bracketed language in #5, and delete #6 and #7.]~~

[2] ~~[If the district's request for interdistrict transfer process may be appealed to the Board after the superintendent's decision, use this language for #5 and keep #6 and #7; select bracketed language as appropriate.]~~

<u>AR - No Board Action Required</u>

A file of all interdistrict transfer requests will be maintained at the ~~district office.~~ Student Services Office.