



ELK CITY PUBLIC SCHOOLS

300 N Boone Elk City, Oklahoma 73644
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www.elkcityschoos.com

Thank you for visiting our website to learn more about our student transfer policy. We appreciate your interest in Elk City Public Schools, where we believe that all kids deserve a quality education. We do our best to welcome additional students to our district whenever it is possible.

Elk City Public Schools makes decisions about student transfers in accordance with district policy and state law. We are providing the following information for your convenience:

- The state Department of Education requires that the following form be completed to apply for a transfer: <https://sde.ok.gov/student-transfers>. Paper copies of this form may also be picked up at the Elk City Board of Education, 300 North Boone Ave, Elk City, OK
- Decisions about transfers for the 2022-2023 school year will be made by July 1, 2022. We will contact parents directly about the approval status of their child's transfer.
- Mid-year transfer requests will be considered within 4 days of the district receiving the application.
- New transfers are accepted on a first-come, first-served basis. Students who attended the district on a transfer during the 2021-2022 school year will be automatically accepted pending approval from the district. The law also give preference to children of active-duty military personnel.
- To accept a transfer, enrollment in the grade the parent requests must be under the district-established capacity. The district's capacity and vacancy numbers for each grade and school can be found below.
- Transfers may be denied based on capacity, attendance and discipline issues.
- Transfers for siblings must be considered separately.
- If the grade for a student requests is over capacity, he/she will be offered the opportunity to be placed on a waiting list.
- Transfer students must abide by eligibility requirements established by Oklahoma Secondary Schools Activities Association (OSSAA) for OSSAQA sanctioned activities.
- Transfer decisions may be appealed by written notification to the Elk City Board of Education within ten (10) days of notification of denial. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided

prior to the statutory deadline for posting the agenda for the meeting. If notice is after the deadline for posting, the board shall consider the appeal at the next regular meeting of the board of education.

If you have any questions about the transfer process, please contact Mike Sparks, Superintendent at (580) 225-0175.

[Student Transfer Policy](#)

[Special Education Student Transfer Policy](#)

[Children of Teachers Transfer Policy](#)

<https://sde.ok.gov/student-transfers>

[Elk City Public Schools Enrollment Capacity](#)