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STUDENT TRANSFERS

A transfer may be requested at any time in the school year for the current school year. The school district will begin accepting applications for the next school year starting February 1st. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted. The administration will not approve or deny transfers received for the next school year until after the current school year has ended.

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to capacity, disciplinary action or attendance issues. The district will not require parents resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application.

State law does limit the ability of a student to transfer to no more than two (2) times per school year to one or more school districts in which the student does not reside with the exception of students in foster care.

By the first day of January, April, July and October, the board of education shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district's website. The district shall report to the State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site to include;
2. The transferring student has not been disciplined for:
 - a. violation of a school regulation,
 - b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or
 - c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.

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3. The transferring student does not have a history of absences. “History of absences” means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

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TRANSFER POLICY(Cont.)

To determine capacity for grade levels PK – 5th the district shall review class size limits specified in 70 O.S. § 18-113.1 and multiply those limits times the number of classroom teachers employed by the school district at each grade level PK – 5th. If classroom space is not sufficient to accommodate that number of students due to a classroom being disproportionately sized, the district’s capacity numbers will reflect a lesser amount based upon that classroom size.

For grades 6th – 12th the district will maintain an updated capacity not to exceed the *difference* between the average enrollment in the scheduled sections of English for a grade level and the whole number twenty three.

Any brother or sister of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

For students of any grade with an Individualized Education Plan transfers will be considered in accordance with any applicable law and Oklahoma State Department of Education Administrative Regulation governing Special Education as well as whether availability of the appropriate program, staff, and services can be established.

A student shall be allowed to transfer without to a district in which the parent or legal guardian of the student is employed as a teacher as per 70 O.S. § 8-113.

Any child in the custody of the Department of Human Services (“DHS”) in foster care who is living in the home of a student who transfers to the District may also transfer as provided for in the Education Open Transfer Act.

Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve on active duty orders shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:

1. At least one parent of the student has a Department of Defense issued identification card; and
2. At least one parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a national disaster requiring the use of orders for more than thirty (30) consecutive days.

A student who enrolls in a school district in which the student is not a resident is subject to all provisions of 70 O.S. § 8-103.2 as well as any related governance of the Oklahoma Secondary Schools Activities Association regarding eligibility for participation in school-related extramural athletic competition.

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If accepted, a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny continued transfer of the student due to capacity or for disciplinary reasons or a history of absences.

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TRANSFER POLICY(Cont.)

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the board of education. The board of education shall consider the appeal at its next regularly scheduled board meeting for which notice can be given prior to the statutory deadline for posting the agenda for the meeting.

During the appeal, the board will review the action of the administration to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review a paper appeal that includes the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why it is believed the policy was not followed. The board will return to open session and will vote to approve the denial or overturn the denial of the transfer.

If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education.

THIS POLICY REQUIRED BY LAW.