



McMinnville School District  
800 NE Lafayette Ave  
McMinnville, Oregon 97128  
Phone 503-565-4000 or Fax 503-565-4030

### **SCHOOL TRANSFER REQUEST FORM: WITHIN THE DISTRICT**

The school board establishes school attendance areas. To request a transfer to a different school within the district, complete this form and turn it in to the principal of your resident school. For more information see school board policy JECCBB and administrative regulation JECCBB-AR.

The following conditions are always in effect:

- Transfers are subject to space available in each grade level and each building.
- Priority will be given to students affected by boundary changes as described in policy.
- Approval must be given by both principals.
- Transportation is the responsibility of the parent.

#### **PARENT SECTION:**

_____ Student's Legal Name		_____ Grade in fall	_____ Age
_____ Address		_____ Phone	
From: _____ Sending School		To: _____ Receiving School	
Reasons for Request of Transfer: _____ _____ _____ _____			
_____ Parent Signature		_____ Date	

#### **SCHOOL SECTION:**

SENDING SCHOOL		<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Comment: _____ _____ _____			
_____ Principal Signature		_____ Date	
RECEIVING SCHOOL		<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Comment: _____ _____ _____			
_____ Principal Signature		_____ Date	



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## **TRANSFERS DUE TO BOUNDARY CHANGES**

### ***Elementary Schools:***

1. Students who will be fifth graders in fall of the school year following a boundary change will be allowed to remain at the school they attended in the previous school year. Parents must submit a School Transfer Request form to request this placement.
2. Younger siblings of the fifth graders may be eligible to attend the same school as their older siblings, if room allows at their grade level and if parents submit a School Transfer Request form. If room allows, the district will give younger siblings preference - for the school year following a boundary change only.

### ***Middle Schools:***

1. Students who will be eighth graders in fall of the school year following a boundary change will be allowed to remain at the school they attended in the previous school year. Parents must submit a School Transfer Request form to request this placement.
2. Younger siblings of the eighth graders may be eligible to attend the same school as their older siblings, if room allows at their grade level and if parents submit a School Transfer Request form. If room allows, the district will give younger siblings preference - for the school year following a boundary change only.

## **CRITERIA FOR OTHER STUDENT TRANSFERS**

Students who reside within a school attendance boundary must be accommodated before any student transfers are approved. Applications to attend a school outside a student's resident attendance boundary will be dated as they are received after May 15th and placed in a holding file until processed after August 1. The following priorities will be applied:

1. A student who has been residing in the attendance area and was previously enrolled in the school but has recently moved from the attendance area.
2. A student who already has a sibling attending the school on an approved transfer.
3. A student who currently resides in another school district, but most recently resided in the district and attended the school.
4. A student who has not previously attended the school and has no siblings enrolled in the school.
5. A student who resides in another district, with no prior time in the district.

The district will also prioritize transfer requests for a kindergarten student who has daycare in a location other than the assigned attendance area.

If there are more applications for a category than there are slots, they will be approved in the order they were received.

Administrative transfer for students may occur when the staff has determined that the educational needs of the student warrant such a placement.

## **REVOCATION OF STUDENT TRANSFERS**

Transfer students shall have all rights as other students in the school. However, school transfers may be revoked under the following conditions:

1. Capacity of school reached - A transfer may be rescinded by the Principal with Superintendent approval when the school exceeds capacity, but will not normally be rescinded during the school year.
2. Transportation safety - A transfer may be rescinded if the student is not able to access a safe walking route or reliable means of transportation to and from school.
3. Student attendance or behavior - A transfer may be rescinded if the staff judge that the student is not making satisfactory adjustment at the school. Staff will consider, among other indicators, academic standing and the number, frequency and severity of disciplinary incidents. If a student has unexcused absences for four ½ days per month or unexcused tardies four times per month, the transfer may be revoked. A transfer may also be revoked for overall poor attendance.