

ADMINISTRATIVE DIRECTIVE

4.10.054-AD

Student Transfers



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- (g) School grade grouping. Refers to different school levels: elementary, middle and high school. Elementary schools may begin at PK or K and end at 5th grade or 8th grade. Middle schools contain grades 6-8, and high schools are grades 9-12.
- (2) Student and family terms.
 - (a) Siblings. Children with the same parent or supervising adult



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process includes



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enroll in an alternative school, they may return to the transfer school during the same school year. This applies to an expelled student who was placed in an alternative program for the period of expulsion.

- (5) Break in Attendance. If a student stops attending a school or is dropped for non-attendance after ten consecutive days (OAR 581-023-0006(4)(b)) during the school year without enrolling in another school or program, the student may return to



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neighborhood school will be allowed to remain at the transfer school through the highest grade.

IV) Focus Option Lottery

(1) Lottery Application. The ETC shall develop a lottery application for focus option school and program admissions that will be widely available to schools and families during the lottery transfer cycle.

(a) The Focus Option Lottery Application shall include space for families to provide the following:

(i) Student and family information

(ii) Sibling information

(iii) Up to three school or program choices

(iv) The application will also include a brief explanation of the required school-year commitment and the deadline.

(b) All students requesting a transfer to a focus option are required to submit a Focus Option Lottery Application by the deadline to be considered in the lottery. The deadline shall be posted on the district web site and widely publicized in other district communications.

(c) Students enrolled in continuing programs such as language immersion programs who wish to continue to the next school grade grouping (middle or high school) of the program are not required to submit a Focus Option Lottery Application.

(2) Admission requirements



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- (2) Lottery Information. A detailed description of all lottery preferences and weights will be available on the [d](#) website during the transfer cycle.
- (3) Preferences. The lottery allows for preferences in the following order:
 - (a) Students continuing from their previous school grade grouping if required by the focus option plan of operations.
 - (b) Students required by state or federal law or other District policy to receive priority.
 - (c) choice focus option.
 - (d) Students who qualify to receive free and reduced-price meals or attend a Head Start Pre-kindergarten program, in a proportion corresponding to a district-wide average. The preference will occur at focus options



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(1) Process for Filing a Petition Transfer

- (a) Before a Petition Transfer Form is filed by the family, the family and school staff should discuss ways to resolve the concerns and help the student and the family recommit to the enrolled school.
- (b) When a family requests a transfer for health reasons, safety reasons or an urgent family situation the ETC will expedite the process.
- (c) Students and their families initiate a petition transfer.
- (d) Petition Transfer Forms may be obtained from the ETC or from the school.
- (e) The ETC will make available information to assist families in completing petition transfer requests, including a list of frequent reasons for transfer and a scale used to evaluate petition reasons. ETC staff will seek input from the principal and/or other staff at the whether a family has presented a valid reason for transfer.
- (f) Reassignment. Reassignment determines the school to which a student is assigned after being granted a petition transfer.



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submitting a letter explaining the reason for the appeal and any additional information or documentation. An appeal may be granted on two grounds:

- (a) Failure of the school or ETC to follow the established petition process, or
 - (b) New substantial information related to the petition transfer request.
- (2) The ETC shall forward to the Senior Director (or designee) for the enrolled school all documents related to the petition transfer, including the reason for the denial, and documentation of extraordinary circumstances.
- (3) The Senior Director or designee for the enrolled school shall review the ETC decision. The _____ or _____ decision is final.
- (a) The appeals process shall be completed within ten working days from the time the appeal is received at the ETC. The Senior Director or designee sends the written decision to the family.

Policy reference: