



PROCEDURE

In-District Transfer Request – Elementary INS-P011

Procedures are continually revised and improved. For the most recent version, please visit <http://www.salemkeizer.org/qam/qam-documents>

1.0 SCOPE:

- 1.1 This procedure outlines the criteria and process to be followed for a parent(s), legal guardian(s), to request permission for their elementary age student to attend a District school other than the one within his/her regular attendance boundary.

2.0 DEFINITIONS:

- 2.1 In-District Transfer: The process of permitting attendance of a student at a District school other than his/her resident District school.
- 2.2 Resident school: The district school in a student's regular attendance boundary, which is determined by where the student's parent/legal guardian's residence is located.
- 2.3 Receiving school: The district school outside the student's regular attendance boundary, which the student is requesting to attend.
- 2.4 Requestor: The parent(s), legal guardian(s), or eligible student (age 18 or emancipated) requesting the in-district transfer.

3.0 PROCEDURE:

3.1 Criteria:

- 3.1.1 The requestor completes an in-district transfer form (INS-F018), available at their resident school, citing the reason for the request and submits the completed form to the principal or his/her designee of their resident school.
- 3.1.2 At least one of the following criteria, which are listed in priority order, must be met, in order for a student to qualify for an in-district transfer:
 - 3.1.2.1 Educational programs that are unique and special and do not exist at the student's resident school.
 - 3.1.2.2 Medical and physical conditions exists which cause one facility to be more appropriate to the needs of the student than another facility.
 - 3.1.2.2.1 If requested by the District, the parent(s) or other person in parental relationship will provide a signed request for permission to release student records information to a third party.
 - 3.1.2.3 Completion of the current school year, if a change in residence has occurred.
 - 3.1.2.3.1 After the current school year is completed, the student must submit a new in-district transfer request if they wish to continue at the current school.
 - 3.1.2.4 The requested school is within safe walking distance (1 mile) of the student's home.
 - 3.1.2.5 Principals of both the receiving and the sending schools and parent(s) agree that an in-district transfer will be in the best interest of the student. This decision may be predicated upon advice from medical, educational, or other professional staff.
 - 3.1.2.6 Child care arrangements currently exist within the receiving school's attendance area.

3.2 Approval Process:

- 3.2.1 The principal or his/her designee of the resident school will determine if the request for transfer meets the criteria outlined in section 3.1 of this procedure.
 - 3.2.1.1 If the request does not align with the criteria, the request will be denied.
- 3.2.2 If the request meets the criteria, the principal or his/her designee at the receiving school will determine if the current student/teacher ratio and projected enrollment will accommodate adding additional students to the school.
- 3.2.3 The principals of the receiving school and the resident school will make the decision on whether or not to allow the transfer.
- 3.2.4 The resident school shall communicate the decision to the requestor.
- 3.2.5 Approved requests will coincide with the start of the school year or the return of students after the winter break.
 - 3.2.5.1 On occasions when the sending and receiving principals agree that an immediate transfer is in the best interest of the student, the transfer can occur immediately.

3.3 Timeline for requesting an in-district transfer:

3.3.1 Current School Year:

- 3.3.1.1 Completed in-district transfer requests can be submitted to the principal or his/her designee of their resident school on or after November 1 through November 30.
- 3.3.1.2 The principals of the resident school and the receiving school will review the in-district transfer request, based on the order of receipt and will determine if the request can be approved, using the process outlined in section 3.2 of this procedure, until the receiving school determines that it no longer can accept further transcript requests.
- 3.3.1.3 The requestor will be notified by the principal or designee from their resident school no later than December 14 if their request is approved or denied.
- 3.3.1.4 Students moving into the Salem-Keizer School District from another school district, and who wish to attend a school other than the one within his/her regular attendance boundary, shall submit an in-district transfer on or before the date of enrollment.

3.3.2 Following School Year:

- 3.3.2.1 Beginning with in-district transfer requests for the 2017-18 school year, completed requests must be submitted to the principal or his/her designee of their resident school on or after March 1 through March 31 of the preceding school year.
- 3.3.2.2 The principals of the resident school and the receiving school will review the in-district transfer request, based on the order of receipt and will determine if the request can be approved, using the process outlined in section 3.2 of this procedure, until the receiving school determines that it no longer can accept further transfer requests.
- 3.3.2.3 The requestor will be notified by the principal or designee from their resident school no later than May 1 if their request is approved or denied.

3.4 Expiration of an in-district transfer:

- 3.4.1 An in-district transfer, unless revoked, will expire at the end of a student's 5th grade, 8th grade, and senior year.



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3.4.2 The requestor must submit a new request for an in-district transfer as per the steps outlined in section 3.1 of this procedure when a student moves from middle school to high school.

3.4.2.1 The District will not guarantee that a student using an in-district transfer will continue within the feeder system of the receiving school.

3.5 Appeals:

3.5.1 If the principals' recommendation is to deny the request, the requestor can appeal the decision to the Superintendent or his/her designee.

3.5.2 The decision of the Superintendent or his/her designee will be final.

3.6 Transportation:

3.6.1 The District will not provide transportation for students on in-district transfers.

3.7 Attendance Area Adjustments:

3.7.1 In the event that adjustments are made to an attendance area, temporary exemptions to the in-district transfer procedures may be implemented by the Superintendent or his/her designee.

4.0 MEASUREMENT:

4.1 None. This procedure does not lend itself to measurement.

5.0 ASSOCIATED DOCUMENTS:

5.1 Elementary In-District Transfer Request Form (INS-F018)

5.2 In-District Transfer Revocation (INS-P013)

6.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
In-District Transfer Request Forms	School office files	Five years following withdrawal of student	Secure disposal	Office locked when not in use

7.0 REVISION HISTORY:

Date	Revision Ref.	Description
4/4/11		Cabinet Approved
2/15/16	A	Revised timelines on when transfers can occur (Section 3.2.5) and when to apply for transfers (Section 3.3.2).
2/22/17	B	Removed information specific to 2016-17 school year (Section 3.3.2)

8.0 FLOWCHART: There is not a flowchart for this procedure.

9.0 APPROVAL AUTHORITY:

9.1 Assistant Superintendent

(approval on file)
 Signature Date