STUDENT TRANSFERS

A request for a transfer into this district initiated by or on behalf of a nonresident student will be approved or refused in accordance with this policy. The transfer of a student whose resident district does not offer the grade the student is entitled to pursue will be approved IF the student resides within the transportation area of this district.

Transfer Application

Applications for transfer shall be completed by the parent of a student on an application form specified by the State Board of Education. The term “parent” means the parent of a student or person having custody of the student as provided for in OKLA. STAT. tit. 70, § 1-113(A)(1). The application shall be filed with the superintendent of the receiving school district if the receiving school district is within this state or with the State Board of Education for transfers to school districts in another state.

In addition to completing the application form as specified by the State Board of Education, applicants must complete and submit both the District’s Application Form (ATTACHMENT A) and the Transfer Student Consent to Cancellation of Transfer (ATTACHMENT B). The district will not approve an application for a transfer that is submitted without these completed forms. The district will notify all resident school districts that an application for the transfer has been filed by a student enrolled in the resident school district. This district shall timely approve or deny the application and shall notify the parents of the students, in writing, of the decision. Siblings must apply individually.

Children of District Teachers

A student shall be allowed to transfer to a school district in which the parent or legal guardian of the student is employed as a teacher as defined in OKLA. STAT. tit. 70, § 1-116.

First-Come First Serve Basis

Transfers will be approved on a student-by-student basis in the order in which they are received and in accordance with the policy provisions set out below.

Transportation

Parents will be required to provide transportation to and from school or to and from a regular pre-existing bus stop in the school district.
Relocation of Family During Term of Transfer

A student whose family relocates from the school district may continue attendance through the end of school year during or for which the transfer was granted. The student may apply for a transfer for subsequent school years.

Nondiscrimination

The district shall not accept or deny any transfer application based upon the student’s race, color, sex, pregnancy, gender, gender expression, national origin, gender identity, religion, disability, veteran status, sexual orientation, age, genetic information, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. Failure to meet the criteria in this policy for approval will not be deemed to be rejection for a discriminatory reason.

Approval of Transfers

Once an application for a transfer has been submitted to the District, it will be forwarded to the superintendent or the superintendent’s designee for review and shall be considered in accordance with the criteria set forth below. The board of education delegates to the superintendent or the superintendent’s designee authority to approve or deny a transfer application pursuant to the criteria listed in this policy.

Criteria for Approval or Denial of Transfers

The fact that the district has adopted a transfer policy does not mean that every transfer application will be accepted. A transfer will be denied if the administration determines the transfer would detract from the educational experience of currently enrolled students or place additional financial or space burdens upon the district.

In addition to the general criteria listed above, a transfer application will NOT be approved if:

A. This district does not:

1. Provide the courses/educational program(s) in which the applicant desires to enroll or in which this district deems the student is required to enroll in order to comply with state and federal laws and regulations.

2. Have adequate facilities or services to provide the courses/educational program(s) in which the applicant desires to enroll or in which this district deems the student is required to enroll in order to comply with state and federal laws and regulations.

3. Have adequate space for the student in the courses/educational program(s) in which the applicant desires to enroll or in which the district deems the student is required to enroll in order to comply with state and federal laws and regulations. The administration may
reserve preferred space for resident students or new resident students reasonably anticipated to move into the district during the school year. Thus, the district may deny a transfer if approval would result in:

A. Placing a financial or education burden on district facilities or staff in the courses/educational programs the student would attend; or

B. Exceeding class size limitations set by state law or district policy in such courses; or,

C. Exceeding a percentage of such class size limitations as set by the superintendent or designee. The administration may determine that a percentage of class size mandates should be reserved for later resident enrollment to prevent the exceeding of class size limits later in the school year due to additional enrollment of reasonably anticipated new resident students.

4. Have current personnel needed to provide the grade/courses/programs in which the applicant desires to enroll.

B. The student:

1. Has a disciplinary record which provides a reasonable basis to determine the applicant would present a discipline problem if enrolled. Such a reasonable basis will exist if school discipline or court records of the student, from any public or private school within or without the State of Oklahoma or any court within or without the State of Oklahoma, show the student at any time:

   A. Has violated school regulations;

   B. Has committed an act commonly regarded as being immoral;

   C. Has been adjudicated as a delinquent for either a violent or nonviolent offense under relevant Oklahoma law;

   D. Has been convicted as an adult for either a violent or nonviolent offense under relevant Oklahoma law;

   E. Has committed on school property, in school transportation, or at a school event a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or others;

   F. Has possessed on school property, in school transportation, or at a school event any alcoholic beverage, or missing or stolen property found to have been taken from a student, school employee, or the school during school activities; or,
G. Has possessed on school property, while in school transportation, or at a school event a dangerous weapon or a controlled dangerous substance as defined by relevant Oklahoma law, or a prescription or non-prescription mood-altering substance.

C. The applicant:

1. Fails to complete and submit the Application Form (ATTACHMENT A), provide the district with sufficient educational records, or inform the district in detail of the grades/courses/programs in which the student desires to enroll or participate if the application is accepted so that the criteria above can be applied within the time deadlines set by law for the approval or rejection of a transfer. All such records must be supplied to the district in time for district personnel to make a reasonable review of such records in applying the approval/denial criteria set by this policy. This is particularly important for students with disabilities because all documentation of the resident district will need to be reviewed to make a preliminary determination as to whether the district has the appropriate programs, staff, and services to provide the applicant with the education and services set forth in the student’s IEP or Section 504 Accommodation Plan, and, if a preliminary approval determination is made, to prepare for and conduct a joint IEP or Section 504 conference with the resident district prior to any final approval or rejection of the transfer application. All applicants must consent in writing to the release of educational records from previous schools attended, and applicants for students with disabilities must consent in writing to forward to this district whatever confidential records the district deems is necessary to review in applying the approval/denial criteria of this policy. The superintendent or superintendent’s designee has authority to amend ATTACHMENT A by regulation to include additional information needed to review an application request.

2. Fails to complete the Transfer Student Consent to Cancellation of Transfer (ATTACHMENT B);

3. Fails to timely submit a completed application; or,

4. Provides incorrect information on the application request.
Students with Disabilities

If a student with a disability applies for a transfer, the student must supply all documentation of the resident district relating to the student's previous and current IEPs and Section 504 Accommodation Plans so that this district may:

A. Determine whether the district currently has appropriate programs, staff, services and placement needed to fulfill the current or anticipated IEP or Section 504 Accommodation Plan of the student; and

B. If a preliminary determination is made that the district has the appropriate programs, staff, services and placement needed to fulfill the current IEP or Section 504 Accommodation Plan of the student if the transfer application is approved, conduct the statutorily-required joint IEP or Section 504 conference with the district of residence before a final determination of approval or denial is made.

Notwithstanding the provisions of this policy, students with disabilities may be educated in this district pursuant to special education cooperative agreements between this district and other school districts. Such transfers will not be deemed to be parent-initiated or student-initiated transfer applications governed by this policy.

Athletic and Other Competition

A transfer student granted an open transfer will not be eligible to participate in school-related interscholastic competition governed by the Oklahoma Secondary School Activities Association (“Association”) for a period of one year from the first day of attendance at this district, unless the transfer is from a school district not offering the grade the student is entitled to pursue. Whether a student granted an open transfer will be eligible to participate in school-related interscholastic competition shall be determined by the Association.

Approval of a Transfer Requires Agreement for Cancellation of Transfer

Approval by this district of any transfer is contingent upon the applicant agreeing, in writing, to cancellation of this transfer by the district during the school year if the student does not comply with the rules and regulations of this district for student behavior, or if the family of the transferred student fails to remain current in financial obligations owed to the district, including, but not limited to, payment for lunches or lost or destroyed district property. The board of education hereby delegates to the superintendent or the superintendent’s designee authority to cancel any transfer previously granted by the board of education upon a determination that cancellation is appropriate. The consent form is attached as ATTACHMENT B, which may be amended by administrative regulation.

Students Seeking a Transfer from a Non-Accredited School or a Home School

Students currently enrolled in a private school not accredited by a state agency or in a home school are not guaranteed enrollment in the grade/programs/courses in which the applicant desires to enroll. Students desiring to transfer from private schools not accredited by a state
agency or from a home school will be required to take all placement tests required of
resident students enrolling in the district after attendance in private schools not accredited
by a state agency or home schools, and the administration will decide the appropriate
placement primarily upon placement test results as per district policy. Accordingly,
students applying for a transfer from such schools will be granted a provisional transfer
until: (a) test results are reviewed to determine the appropriate grade/courses/programs
for the applicant; and (b) the criteria of this policy are then applied to determine if the
applicant is eligible for transfer approval. An applicant who does not agree to accept
placement based upon such test results and criteria review will be deemed ineligible for an
approved transfer and the provisional transfer will be of no effect.

Acceptance of Assignment Required; Subsequent Change Needs Administrative Approval

Because approval of transfers is based upon criteria of sufficient programs, staffing, and
space needs for the particular applicant, a transfer student must accept the school site,
courses, and programs to which the student is assigned by the administration. A transfer
student will not be allowed, at the time of or after enrollment, to change the
grade/courses/programs in which the student stated he/she desired to enroll on the transfer
application without specific written permission from the superintendent or superintendent’s
designee. It will be the responsibility of the transfer student or parent to inform the school
official from whom approval for a new assignment is requested that the student is a transfer
student, and failure to do so will result in cancellation of the transfer unless excused by the
superintendent or designee.

Reference: OKLA. STAT. tit. 70 §§ 8-102, 8-103, 8-103.1, 8-113, 13-103
Completion of this form is required of each applicant for a transfer in order to apply the criteria of this policy. Failure to fully and truthfully complete and timely submit this form to the district will result in a denial of the transfer. Completion of this form will be in addition to completion of any form required by the State Board of Education.

1. Full name of student as it appears on the student’s birth certificate:

2. Date of student’s birth:

3. Current address of student:

4. Full names of parent(s), guardian(s), or custodian(s) of the student:

5. Educational history of the student:
   A. School district in which student currently resides:
   B. School in which the student is currently enrolled, if different from above.
   C. If the student has not exclusively attended the school district in which the student is currently enrolled, list the name of each school district and addresses, if known, in which student has ever been enrolled:

6. Current or last completed grade of student:

7. Grade in which the student desires to enroll:

8. Courses in which the student desires to enroll in each semester in the coming school year:

9. Has the student a disciplinary record for violating school regulations?
   Yes ______ No ______
   If Yes, state school(s) in which each violation occurred and approximate date(s) of violation(s):
10. Has the student ever been suspended from school or placed in an alternative education program or setting for disciplinary reasons?
   Yes _____  No _____
   If Yes: For each suspension and alternative program or setting, state the school which suspended or placed the student; the nature of the offense; and approximate date of the suspension or placement, if different from the above:

11. Has the student been adjudicated as a delinquent for either a violent or nonviolent offense under relevant Oklahoma law?
   Yes _____  No _____
   If Yes: State the name of the court making the adjudication; the time of such adjudication; the nature of offense; whether the student is still under any court supervision; and, if so, the name of the person overseeing such supervision:

12. Has the student been convicted as an adult for either a violent or nonviolent offense as defined in relevant Oklahoma law?
   Yes _____  No _____
   If Yes: State the name of the court in which the conviction was entered; the time of the conviction; the nature of the offense; the sentence imposed; whether the student is still under any court supervision; and, if so, the name of the parole officer or other supervisor:

13. Has the student committed on school property, in school transportation, or at a school event, a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or others?
   Yes _____  No _____
   If Yes: State the school district attended when the act occurred; the approximate date of the act; and describe what occurred:

14. Has the student possessed on school property, in school transportation, or at a school event, an alcoholic beverage; low-point beer, as defined by relevant Oklahoma law; or been involved with missing or stolen property found to have been taken from a student, school employee, or the school during school activities?
   Yes _____  No _____
   If Yes: State, for each separate act, the school district attended when the act occurred; the approximate date of the act; and describe what occurred:
15. Has the student possessed on school property, while in school transportation, or at a school event, a dangerous weapon or a controlled dangerous substance, as defined by relevant Oklahoma law, or a prescription or non-prescription mood-altering substance?

   Yes _____  No _____

   If Yes: State, for each separate act, the school district attended when the act occurred; the approximate date of the act; and describe what occurred:

16. Has the student ever been removed from any school for making an electronic communication with the intent to terrify, intimidate, harass, or threaten injury or harm to faculty or other students?

   Yes _____  No _____

   If Yes: State, for each separate act, the school district attended when the act occurred; the approximate date of the act; and describe what occurred:

17. If the student has been identified as a child with a disability, this district will need to review all such records to make a reasonable determination of whether the district has the facilities, programs, staff, and space to implement the student’s current or anticipated Individualized Education Program (IEP) or Section 504 Accommodation Plan, and, if preliminary approval of a transfer is made, to conduct the statutorily-required joint IEP or Section 504 conference with the resident school district. Is the student currently, or has the student been, a child with a disability who received an IEP or Section 504 Accommodation Plan?

   Yes _____  No _____

   If Yes: Brief describe the nature of the disability; the approximate time period in which the student has been, or was, under an IEP or Section 504 Accommodation Plan; and the names of the school districts which implemented the student’s plan:

18. Do you agree to complete the Consent For Release Of Confidential Information, allowing this district to review all educational records of the student from all previous schools attended by the student?

   Yes _____  No _____
The undersigned, who is not a resident of this district, recognizes:

1. That the undersigned non-resident student has a right by law to attend the school district of residence;
2. That the non-resident student desiring to enroll in this district has no statutory right to attend this district;
3. That the district is not required to accept this transfer application; and,
4. That the district does not desire to accept a transfer of a student who will detract from the educational process of resident students or take the place of another transfer applicant who would not detract from that process.

The undersigned hereby agrees that if the district approves a transfer allowing the undersigned student to enroll in this district, the administration of the district has the irrevocable consent of the undersigned to cancel the student's transfer at any time. Reasons for cancellation include, but are not limited to, the following:

1. The student fails to comply with student behavior rules set by the district, school, or teacher;
2. The parent(s), or student 18 years of age or older, fails to promptly pay financial obligations owed to the district, including payments owed, but not limited to, school lunches and for lost or destroyed district property;
3. The student does not have a valid excuse for failure to attend school;
4. The superintendent or board determine that due to a financial shortfall occurring at any time or over-enrollment causing crowded classrooms or programs that it is necessary to cancel any transfer for the best interests of the students who reside in the district; or
5. The best interest of the district.

The undersigned also is informed that this consent to cancellation and waiver of rights to contest cancellation of the transfer is a condition to the granting of the transfer and for continued enrollment after transfer acceptance, and thus the consent may not be withdrawn at any time in the future.

The undersigned also understands that although the administration will notify the parent(s), or student 18 years of age or older, of any cancellation, the undersigned understands and agrees that the determination of the administration that a cancellation is to be effected will be final, that the undersigned will have no right to appeal that determination to the board of education, and that after cancellation, the administration will send the educational records of the student to the student's resident school district or to such other school district as the undersigned directs.

By signing this agreement, I affirm that I have read and understand the above conditions concerning acceptance of the transfer application and my consent to district authority to cancel the transfer, if granted, for the reasons stated above.

_________ EXECUTED this ______ day of _____________________, 2________.

Signature of Parent or Adult Student

Printed Name

STUDENT TRANSFERS

A request for a transfer into this district initiated by or on behalf of a nonresident student will be approved or refused in accordance with this policy. The transfer of a student whose
resident district does not offer the grade the student is entitled to pursue will be approved IF
the student resides within the transportation area of this district.

Transfer

1. **Open Transfer**: Applications for Open Transfers must be submitted between
January 1st and May 31st for the subsequent school year. Once approved, Open
Transfers are valid for the student's duration of enrollment at the District so long
as the student remains a resident of the initial sending district. If the student
becomes a resident of a different district, a new application is required.

A student who has been granted an open transfer may continue attending school
in the district until their transfer is either cancelled pursuant to this policy or
subsequently disapproved for a future school year. The District reserves the right
to disapprove open transfers granted in prior years and shall conduct an annual
review of these prior open transfers. The District shall provide notice of
subsequent disapproval of a transfer on or before July 15th prior to the school
year for which the transfer has been disapproved.

2. **Emergency Transfer**: Applications for an Emergency Transfer may be submitted
at any time, but must specify the school year for which the Emergency Transfer is
sought. Once approved, Emergency Transfers are only effective for the duration
of the school year for which the application is made. A new application will be
required each school year and the application must show one of the grounds for
emergency discussed in this policy.

Applications for both Open and Emergency Transfers are available at the Oklahoma State
Department of Education website under Student Transfers. Additionally, Applicants for any
transfer must complete and submit both the District's Application Form (**ATTACHMENT A**) and
the Transfer Student Consent to Cancellation of Transfer (**ATTACHMENT B**). The
District will not approve an application for an open or emergency transfer that is submitted
without these completed forms. Transfers will be approved on a student-by-student basis in
accordance with the policy provisions set out below. Siblings must apply individually.

A student whose family relocates from the school district may continue attendance to the end
of the current school year provided the student began the school year in the school district
without the need for an emergency transfer application. Parents are responsible for
transportation. The student may apply for a transfer, pursuant to this policy, for subsequent
school years.

**Approval of Transfers:**

Once an application for a transfer has been submitted to the District, it will be
forwarded to the superintendent or the superintendent's designee for review and
shall be considered in accordance with the criteria set forth below. The board of
education delegates to the superintendent or the superintendent's designee
authority to approve or deny a transfer application pursuant to the criteria listed in
this policy.

**Nondiscrimination**
The district shall not accept or deny any transfer application based upon the student's race, color, sex, pregnancy, gender, gender expression, national origin, religion, disability, veteran status, sexual orientation, age, genetic information, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. Failure to meet the criteria in this policy for approval will not be deemed to be rejection for a discriminatory reason.

Criteria for Approval or Denial of Transfers

The fact that the district has adopted a transfer policy does not mean that every transfer application will be accepted. A transfer will be denied if the administration determines the transfer would detract from the educational experience of currently enrolled students or place additional financial or space burdens upon the district.

In addition to the general criteria listed above, a transfer application will **NOT** be approved if this district does not:

1. Provide the courses/educational program(s) in which the applicant desires to enroll or in which this district deems the student is required to enroll in order to comply with state and federal laws and regulations.

2. Have adequate facilities to provide the courses/educational program(s) in which the applicant desires to enroll or in which this district deems the student is required to enroll in order to comply with state and federal laws and regulations.

3. Have adequate space for the student in the courses/educational program(s) in which the applicant desires to enroll or in which the district deems the student is required to enroll in order to comply with state and federal laws and regulations. The administration may reserve preferred space for resident students or new resident students reasonably anticipated to move into the district during the school year. Thus, the district may deny a transfer if approval would result in:

   A. Placing a financial or education burden on district facilities or staff in the courses/educational programs the student would attend; or

   B. Exceeding class size limitations set by state law or district policy in such courses; or,

   C. Exceeding a percentage of such class size limitations as set by the superintendent or designee. The administration may determine that a percentage of class size mandates should be reserved for later resident enrollment to prevent the exceeding of class size limits later in the school year due to additional enrollment of reasonably anticipated new resident students.

4. Have current personnel needed to provide the
A transfer will **NOT** be approved if the student:

1. Has a disciplinary record which provides a reasonable basis to determine the applicant would present a discipline problem if enrolled. Such a reasonable basis will exist if school discipline or court records of the student, from any public or private school within or without the State of Oklahoma or any court within or without the State of Oklahoma, show the student at any time:

   A. Has violated school regulations;

   B. Has committed an act commonly regarded as being immoral;

   C. Has been adjudicated as a delinquent for either a violent or nonviolent offense under relevant Oklahoma law;

   D. Has been convicted as an adult for either a violent or nonviolent offense under relevant Oklahoma law;

   E. Has committed on school property, in school transportation, or at a school event a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or others;

   F. Has possessed on school property, in school transportation, or at a school event any alcoholic beverage, or missing or stolen property found to have been taken from a student, school employee, or the school during school activities; or,

   G. Has possessed on school property, while in school transportation, or at a school event a dangerous weapon or a controlled dangerous substance as defined by relevant Oklahoma law, or a prescription or non-prescription mood altering substance.

A transfer will **NOT** be approved if the applicant:

1. Fails to complete and submit the Application Form (ATTACHMENT A), provide the district with sufficient educational records, or inform the district in detail of the grades/courses/programs in which the student desires to enroll or participate if the application is accepted so that the criteria above can be applied within the time deadlines set by law for the approval or rejection of a transfer. All such records must be supplied to the district in time for district personnel to make a reasonable review of such records in applying the approval/denial criteria set by this policy. This is particularly important for students with disabilities because all documentation of the resident district will need to be reviewed to make a preliminary determination as to whether the district has the appropriate programs, staff, and services to provide the applicant with the education and services set forth in the
student’s IEP or Section 504 Accommodation Plan, and, if a preliminary approval determination is made, to prepare for and conduct a joint IEP or Section 504 conference with the resident district prior to any final approval or rejection of the transfer application. All applicants must consent in writing to the release of educational records from previous schools attended, and applicants for students with disabilities must consent in writing to forward to this district whatever confidential records this district deems is necessary to review in applying the approval/denial criteria of this policy. The superintendent or superintendent’s designee has authority to amend ATTACHMENT A by regulation to include additional information needed to review an application request.

2. Fails to complete the Transfer Student Consent to Cancellation of Transfer (ATTACHMENT B);

3. Fails to timely submit a completed application; or,

4. Provides incorrect information on the application request.

Transfer requests will be numbered as received, and the district shall consider requests on a “first-come, first-serve” basis. All transfer applications received by this district shall be dated and time-stamped. Any currently enrolled district student for whom an open transfer has been approved in the past and any sibling of such student will be given priority if an application is filed before May 31st, and the “first-come, first-serve” list will be compiled only after such current students and their siblings have been placed on the list.

Time Deadlines for Open Transfers

An application for an open transfer must be submitted on a form approved by the State Board of Education, completed by the parent or person having custody of the student, and filed with the district’s superintendent not later than May 31st of the school year preceding the school year in which the transfer is requested. Additionally, the parent or person having custody of the student must complete and submit both the District’s Application Form (ATTACHMENT A) and the Transfer Student Consent to Cancellation of Transfer (ATTACHMENT B). On or before May 31st of the school year preceding the school year in which the transfer is requested, the district will notify all resident school districts that an application for the transfer has been filed by a student enrolled in the resident school district. This district shall approve or deny the application by July 15th and shall notify the parents of the students, in writing, of the decision. If the transfer is approved, the student/parent have until August 1 to notify this district, in writing, that the student will be enrolling in this district. Failure of the parents to notify this district as required, in writing, may result in loss of the student’s right to enroll in this district for the ensuing school year. By September 1, this district will inform the State Board of Education and the resident district, in writing, of the students who have been granted transfers and their grade levels.

Emergency Transfers
Students may be granted a transfer on an emergency basis. The parent or person with custody must submit a completed application to the superintendent or superintendent’s designee on a form approved by the State Board of Education. Additionally, the parent or person having custody of the student must complete and submit both the District’s Application Form (ATTACHMENT A) and the Transfer Student Consent to Cancellation of Transfer (ATTACHMENT B). On an adequate showing of an emergency, the superintendent may approve a transfer, subject to approval of the State Board of Education. An emergency shall include proof provided by the parent of:

1. The inability of the resident district to provide an education to the transfer applicant due to the destruction or partial destruction of a school building attended by the student; or

2. The inability of the resident district to offer the subject the student desires to pursue, PROVIDED the student became a legal resident of this receiving district after February 1 of the school year immediately prior to the school year for which the pupil is seeking the transfer; or

3. A catastrophic medical problem of the student, which means an acute or chronic serious illness, disease, disorder or injury which has a permanent detrimental effect on the body’s system or makes the risk of harm unusually hazardous, such that removal from the resident district is medically needed; or

4. The total failure of the resident district to provide transportation to and from school; or

5. The concurrence of both the resident school district and this receiving district (with the Sending District’s Superintendent’s Signature on the Application); or

6. The unavailability of remote or on-site Internet based instruction by course title in the resident district for a student identified in need of drop-out recovery or alternative education services as a result of the resident district’s intake and screening procedures, PROVIDED the student was enrolled at any time in a public school of this state during the previous three (3) school years; or

7. The unavailability of a specialized deaf education program for a student who is deaf or hearing impaired. In coordination with the parent of a transferring student, a transfer on this ground may be processed and treated as an IEP Service Agreement; or

8. The student having been a victim of bullying which was reported to the sending school district. Prior to granting a transfer pursuant to this ground the district will verify that the student was the victim of bullying as defined by the statute and that the sending school district received a report of bullying.

Applications for approval of an emergency transfer will not be deemed complete and submitted to the district for consideration until the parent has submitted to the district both (a) the State Board of Education approved emergency transfer application, and (b) the parent signed ATTACHMENT B, which will cancel the transfer if the conditions stated in the
Attachment occur. This district shall have complete discretion as to whether to approve or not to approve an emergency transfer which is based upon prior approval of the resident district.

Prior to cancelling an emergency transfer, this district will notify the parent, in writing, of the date and time when the superintendent or superintendent’s designee will be considering the transfer’s cancellation.

**Open & Emergency Transfers**

--- **Transportation**

Parents will be required to provide transportation to and from school or to and from a regular pre-existing bus stop in the school district.

--- **Students with Disabilities**

If a student with a disability applies for a transfer, the student must supply all documentation of the resident district relating to the student’s previous and current IEPs and Section 504 Accommodation Plans so that this district may:

1. Determine whether the district currently has appropriate programs, staff, services and placement needed to fulfill the current or anticipated IEP or Section 504 Accommodation Plan of the student; and

2. If a preliminary determination is made that the district has the appropriate programs, staff, services and placement needed to fulfill the current IEP or Section 504 Accommodation Plan of the student if the transfer application is approved, conduct the statutorily-required joint IEP or Section 504 conference with the district of residence before a final determination of approval or denial is made.

Notwithstanding the provisions of this policy, students with disabilities may be educated in this district pursuant to special education cooperative agreements between this district and other school districts. Such transfers will not be deemed to be parent-initiated or student-initiated transfer applications governed by this policy.
Athletic and Other Competition

A transfer student granted an open transfer will not be eligible to participate in school-related interscholastic competition governed by the Oklahoma Secondary School Activities Association ("Association") for a period of one year from the first day of attendance at this district, unless the transfer is from a school district not offering the grade the student is entitled to pursue. Whether a student granted an emergency transfer will be eligible to participate in school-related interscholastic competition shall be determined by the Association.

Approval of a Transfer Requires Agreement for Cancellation of Transfer

Approval by this district of any transfer is contingent upon the applicant agreeing, in writing, to cancellation of this transfer by the district during the school year if the student does not comply with the rules and regulations of this district for student behavior, or if the family of the transferred student fails to remain current in financial obligations owed to the district, including, but not limited to, payment for lunches or lost or destroyed district property. The board of education hereby delegates to the superintendent or the superintendent’s designee authority to cancel any transfer previously granted by the board of education upon a determination that cancellation is appropriate. The consent form is attached as ATTACHMENT B, which may be amended by administrative regulation.

Students Seeking a Transfer from a Non-Accredited School or a Home School

Students currently enrolled in a private school not accredited by a state agency or in a home school are not guaranteed enrollment in the grade/programs/courses in which the applicant desires to enroll. Students desiring to transfer from private schools not accredited by a state agency or from a home school will be required to take all placement tests required of resident students enrolling in the district after attendance in private schools not accredited by a state agency or home schools, and the administration will decide the appropriate placement primarily upon placement test results as per district policy. Accordingly, students applying for a transfer from such schools will be granted a provisional transfer until: (a) test results are reviewed to determine the appropriate grade/courses/programs for the applicant; and (b) the criteria of this policy is then applied to determine if the applicant is eligible for transfer approval. An applicant who does not agree to accept placement based upon such test results and criteria review will be deemed ineligible for an approved transfer and the provisional transfer will be of no effect.

Acceptance of Assignment Required; Subsequent Change Needs Administrative Approval

Because approval of transfers is based upon criteria of sufficient programs, staffing, and space needs for the particular applicant, a transfer student must accept the school site, courses, and programs to which the student is assigned by the administration. A transfer student will not be allowed, at the time of or after enrollment, to change the grade/courses/programs in which the student stated he/she desired to enroll on the transfer application without specific written permission from the superintendent or superintendent’s designee. It will be the responsibility of the transfer student or parent to inform the school official from whom approval for a new
assignment is requested that the student is a transfer student, and failure to do so will result in cancellation of the transfer unless excused by the superintendent or designee.

Reference: OKLA. STAT. tit. 70 § 8-103
ATTACHMENT A
Application Form

Completion of this form is required of each applicant for a transfer in order to apply the criteria of this policy. Failure to fully and truthfully complete and timely submit this form to the district will result in a denial of the transfer. Completion of this form will be in addition to completion of any form required by the State Board of Education.

1. Full name of student as it appears on the student’s birth certificate: ____________________________

2. Date of student’s birth: ____________________________

3. Current address of student: ____________________________

4. Full names of parent(s), guardian(s), or custodian(s) of the student: ____________________________

5. Educational history of the student:
   A. School district in which student currently resides: ____________________________
   B. School in which the student is currently enrolled, if different from above: ____________________________
   C. If the student has not exclusively attended the school district in which the student is currently enrolled, list the name of each school district and addresses, if known, in which student has ever been enrolled:
      School: ____________________________
      Dates of Attendance: ____________________________
      Grade Completed Upon Leaving District: ____________________________
      School: ____________________________
      Dates of Attendance: ____________________________
      Grade Completed Upon Leaving District: ____________________________
      School: ____________________________
      Dates of Attendance: ____________________________
      Grade Completed Upon Leaving District: ____________________________

6. Current or last completed grade of student: ____________________________

7. Grade in which the student desires to enroll: ____________________________

8. Courses in which the student desires to enroll in each semester in the coming school year:
   ____________________________
   ____________________________
   ____________________________
9. Has the student a disciplinary record for violating school regulations?
   
   Yes _____  No _____

   If Yes, state school(s) in which each violation occurred and approximate date(s) of violation(s):
   
   
   
   

10. Has the student ever been suspended from school or placed in an alternative education program or setting for disciplinary reasons?
   
   Yes _____  No _____

   If Yes: For each suspension and alternative program or setting, state the school which suspended or placed the student; the nature of the offense; and approximate date of the suspension or placement, if different from the above:
   
   
   

11. Has the student been adjudicated as a delinquent for either a violent or nonviolent offense under relevant Oklahoma law?
   
   Yes _____  No _____

   If Yes: State the name of the court making the adjudication; the time of such adjudication; the nature of offense; whether the student is still under any court supervision; and, if so, the name of the person overseeing such supervision:
   
   
   

12. Has the student been convicted as an adult for either a violent or nonviolent offense as defined in relevant Oklahoma law?
   
   Yes _____  No _____

   If Yes: State the name of the court in which the conviction was entered; the time of the conviction; the nature of the offense; the sentence imposed; whether the student is still under any court supervision; and, if so, the name of the parole officer or other supervisor:
   
   
   

13. Has the student committed on school property, in school transportation, or at a school event, a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or others?
   
   Yes _____  No _____

   If Yes: State the school district attended when the act occurred; the approximate date of the act; and describe what occurred:
14. Has the student possessed on school property, in school transportation, or at a school event, an alcoholic beverage; low-point beer, as defined by relevant Oklahoma law; or been involved with missing or stolen property found to have been taken from a student, school employee, or the school during school activities?

Yes _____  No _____

If Yes: State, for each separate act, the school district attended when the act occurred; the approximate date of the act; and describe what occurred:


15. Has the student possessed on school property, while in school transportation, or at a school event, a dangerous weapon or a controlled dangerous substance, as defined by relevant Oklahoma law, or a prescription or non-prescription mood altering substance?

Yes _____  No _____

If Yes: State, for each separate act, the school district attended when the act occurred; the approximate date of the act; and describe what occurred:


16. Has the student ever been removed from any school for making an electronic communication with the intent to terrify, intimidate, harass, or threaten injury or harm to faculty or other students?

Yes _____  No _____

If Yes: State, for each separate act, the school district attended when the act occurred; the approximate date of the act; and describe what occurred:


17. If the student has been identified as a child with a disability, this district will need to review all such records to make a reasonable determination of whether the district has the facilities, programs, staff, and space to implement the student’s current or anticipated Individualized Education Program (IEP) or Section 504 Accommodation Plan, and, if preliminary approval of a transfer is made, to conduct the statutorily-required joint IEP or Section 504 conference with the resident school district. Is the student currently, or has the student been, a child with a disability who received an IEP or Section 504 Accommodation Plan?

Yes _____  No _____
If Yes: Brief describe the nature of the disability; the approximate time period in which the student has been, or was, under an IEP or Section 504 Accommodation Plan; and the names of the school districts which implemented the student’s plan:

________________________________________________________________________

________________________________________________________________________

18. Do you agree to complete the Consent For Release Of Confidential Information, allowing this district to review all educational records of the student from all previous schools attended by the student?

_____ Yes ______ No ______