

Student Transfer Process Regulation

Students who live in the OKCPS district are assigned a school based upon the verified address of the parent or legal guardian, and such home school attendance zones and school assignments can be found by using the School Locator on the district's website. Parents/legal guardians who wish to apply for a transfer for their child(ren) to attend a school other than the one for their assigned school by verified address must follow the process and program rules set forth by the Superintendent within this regulation in order to be eligible for consideration.

PATHWAY TO GREATNESS AND STUDENT TRANSFERS FOR 2019-2020 SCHOOL YEAR

All students wishing to transfer to an OKCPS school other than their assigned schools are required to submit a complete, timely transfer application through the Office of Student Services. Students should not rely on previous years' transfers and assume their transfers are still valid.

All transfers granted for the 2019-2020 school year will be honored thereafter until the student matriculates past the school site's grade band, violates the Student Transfer Contract, or the student is no longer in "good standing" and the transfer is properly revoked.

The following student transfer process is in effect only for the 2019-2020 school year following implementation of the Pathway to Greatness (P2G) subject to board approval on March 4, 2019:

1. Grandfathering:

Students in the following student categories shall be "grandfathered" to attend their current school as of Spring 2019, if they should choose:

- Elementary students entering the highest grade level of their school
- Middle students entering the highest grade level of their school
- High school students entering 11th or 12th grade

No transportation will be provided.

2. Priorities listed in Policy F-04: Transfer approvals of qualified transfer applicants will be granted based upon OKCPS Board Policy F-04 priorities until no transfer spaces are available.

3. Multiple births:

Families with sets of multiple births (twins, triplets, etc.) may file a single transfer application. If the family's preferred school and grade level has more qualified applicants than spaces, the District shall use a random lottery drawing to determine which students will

receive transfer approval. The set of siblings will be offered transfer spaces at their highest preferred option that has space for all of them when their application is selected.

4. Timeline: The anticipated 2019-2020 student transfer process timeline:
 - March 4: OKCPS Board vote on the Pathway to Greatness
 - March 5-March 29: Superintendent/designee set available spaces by school/grade
 - March 5-April 12: Transfer applications available (online and paper)
 - April 15: Revocations for the following school year must be requested by the principal or designee to the Office of Student Services. Parent notification by May 31.
 - April 22-May 17: Eligibility verified and applications processed
 - May 20: Parent/legal guardian notification deadline of transfer application status.

5. Students with Individualized Education Plans (IEPs):

The Office of Special Education will review transfer requests for students with IEPs to determine if the requested school is able to provide appropriate services and space is available.

6. Student Mid-year Residence Change/Move:

Students who move out of their school attendance zone during the school year may remain enrolled at the school of origin through the end of the school year. No transportation will be provided to/from new residence. To continue enrollment beyond the end of the school year, the family must apply for and secure a transfer through the district process. The child(ren) of employees who separate from employment with the district will be treated as students who move during the school year.

7. Athletic eligibility:

Students must meet OSSAA criteria for athletic eligibility.

8. Transition Planning:

Principals may request a transition planning meeting with families offered transfers through the school choice process in order to assess the students' academic, social, emotional and behavioral needs and create a support plan to ensure student success in the transfer placement.

REVOCATION AND APPEALS

Transfers may be revoked, following a prior written warning to parent/legal guardian, at the end of the school year for the following reasons:

- Chronic absenteeism and/or tardiness,
- Serious violations of the Student Code of Conduct, or
- Violation of the Student Transfer Contract.

Revocations for the following school year must be requested by the principal or designee to the Office of Student Services by April 15 and must be accompanied by documentation of appropriate interventions the school has used to support the student and family. In exceptional cases, emergency revocations may be required. Parents will be notified in writing of the revocation of the student transfer no later than May 31. All revocation appeals will be heard by the Superintendent or designee. Appeal decision is final.

STAFF ROLES AND RESPONSIBILITIES FOR STUDENT TRANSFERS

Principal

The role of the principal is to exercise critical professional judgment in projecting spaces available in their school, grade levels, and programs. The principal also leads the essential establishment of school culture and shall have the discretion to engage families in transition planning processes for transfer students.

Office of Student Services and Central Office

The role of the Office of Student Services is to operate an orderly, objective process that provides equitable access to transfer spaces available in neighborhood schools. Many other central office teams will support this process, including Communications and Planning, Research, and Evaluation.

ADDITIONAL INTER-DISTRICT TRANSFER PROCESSES

As an additional step only for students who live outside OKCPS district and upon acceptance by student of transfer, the Office of Student Services will complete the appropriate State of Oklahoma Transfer Form for the student and forward the form to parent/guardian for signature. Transfer will be completed when the signed documents are returned to the Office of Student Services.

EMERGENCY STUDENT TRANSFERS

An Emergency Transfer Application is required for the most current school year for students who live outside the district. Student's district of residence has ten (10) days to approve or deny the emergency transfer; during this decision period, the student remains enrolled at his or her home school. The emergency transfer is valid for the current school year. The student must reapply for following school year.

OPEN STUDENT TRANSFERS

Out-of-district students may apply for an open transfer and be tentatively approved May 20 pending final approval by the OKCPS Board of Education no later than July 15. Parent/Guardian will be notified if/when final approval has been received. By August 1, parents shall notify OKCPS whether the student will be enrolling in OKCPS.

TRANSFER REQUEST STATUS

For all transfer requests submitted during the Spring Transfer Window for the following school year, parents/guardians will be notified in writing and/or by email of the status of their requests by May 20 of the current school year.

For students whose requests are accepted

parent/guardian will have until June 15 to return the signed **Transfer Student Contract** and any other requested documents in order to reserve the students' spots at requested schools.

For students whose requests are denied

parent/guardian will be asked to notify Student Services if they would like to be added to the waiting list in case additional spaces become available at the school.