

STUDENT SCHOOL ASSIGNMENT AND TRANSFERS

Purpose and Intent

The Board directs the Superintendent to develop a student transfer process and to communicate it publicly to current and potential OKCPS families. This process should provide equitable access for OKCPS students to transfer, set timelines for application submissions and decision notifications, and create a Student Transfer Contract that outlines transfer student expectations and criteria for transfer cancellation.

Home School Attendance Zone Boundaries

Attendance zones shall be established based primarily upon demographic data, geographic proximity to schools, transportation routes, and the instructional capacity of school facilities.

In the fall of each year, the Superintendent shall review enrollment trends, facility use and other related data to ensure that schools are operating at appropriate capacity levels and in a fiscally responsible manner. The Superintendent shall report his/her findings to the Board no later than the first regular Board meeting of January.

Should deficiencies in capacity or fiscal responsibility arise to a level warranting action, the Superintendent will recommend to the Board changes to school attendance zones and facility usage that will benefit students. To the extent possible, recommendations should be made by the regular Board meeting in March for the following school year to provide ample time to communicate changes to families. See Policy D-12: Facilities Master Planning.

School Assignment

Students shall attend the assigned school for the official, legal residence of their parent(s)/legal guardian(s) unless they have appropriate administrative approval to enroll elsewhere.

Admission to Application-Required Schools

As part of its goal to provide diverse educational opportunities to OKCPS families, the Board has established several schools that have selective admission requirements. Students wishing to attend one of these schools must complete an application.

Student Intra-District Transfers

All students who reside within the OKCPS boundaries may apply for a transfer outside of their assigned home school. Transfers shall not be offered or denied based on race, ethnicity, color, gender identity, gender expression, sexual orientation, national origin, religion, income level,

disability, English language proficiency, measures of achievement, aptitude, or athletic ability. See Policy I-02: Equal Education Opportunities.

District transportation is not provided for students attending a school on a transfer.

Administrative transfers required to comply with students' Individualized Education Programs (IEPs) and those required by federal statute shall have precedence over general student transfers. This includes any student who has been the victim of a violent criminal offense who shall be allowed to transfer to a school within the system that is designated as safe.

Annual Determination of Individual School Capacity

By February 1 of each year, the Superintendent or designee shall provide each Principal with projected enrollment by grade for the following year.

The number of available transfer spaces available by grade for every non-application school in the District shall be made publicly before the first day that transfer applications may be accepted by the District.

Transfer Application

Incomplete transfer applications will not be considered. Any approved transfer found to be based on false information will be subject to revocation.

Verification of Transfer Eligibility

A transfer application may be denied for reasons including:

- Lack of available space at requested school
- Student has a history of poor attendance including excessive unexcused absences or tardiness
- Student has a history of repeated and/or serious violations of the OKCPS Student Code of Conduct
- Requested school does not have resources or capabilities to provide appropriate services for students with special needs, as determined by the Superintendent
- Incomplete Student Transfer Contract

Priority Levels for Approving Transfer Applications

Children of OKCPS school-based employees who want to attend the work-site school and current transfer students in good standing will automatically be granted transfer status for the following year, provided that the receiving school has adequate capacity (see Regulation F-04-R2).

For all others, transfers will be granted based on the following rank-order priorities until no transfer spaces are available:

- (1) Juniors or seniors affected by boundary or residency changes
- (2) Siblings of students already on a transfer and in good standing who share a primary residence and parent/legal guardian
- (3) Children of OKCPS non-school based employees who live within the OKCPS District boundaries
- (4) Children of OKCPS non-school based employees who live outside the OKCPS District boundaries
- (5) Students who wish to remain in the feeder pattern of their original transfer
- (6) Students living within OKCPS District boundaries
- (7) Students living outside OKCPS District boundaries

When necessitated by having more students with the same priority level than available spaces, the District shall use a random lottery drawing within that priority level to determine which students will receive transfer approval.

Parent/Legal Guardian Requirements to Confirm Transfer Acceptance

Parents will be notified of the status of their child(ren) by the Superintendent or designee in writing by the last day of school for students. Parents/legal guardians must accept transfer according to district deadlines.

Transfer Policy Exceptions

The Superintendent shall have the authority to make exceptions for unanticipated issues and extraordinary circumstances.

OKCPS Employee Student Transfer

This provision applies to the intra-district transfer of any student whose parent/guardian is a current full-time, school-based employee of OKCPS who lives within the district boundaries of OKCPS:

1. The employee must be the parent/legal guardian of the student.
2. The employee must complete a transfer application, preferably during the timeframe for all transfer application submissions. In the event of a late assignment of the parent/guardian to a school site, application is to be made at the time of the parent's assignment to the school.
3. Transfer requests to the school work site of the employee will automatically be approved.
4. Transfer requests from OKCPS employees for school(s) that are not the employee's work site or from non-school based OKCPS employees must be submitted in accordance with the

transfer process for all students. *Refer to Priority Levels for Approving Transfer Applications Above.*

5. Transfer students who are children of OKCPS employees that separate from employment with the district will be treated as students who move during the school year. These students may remain enrolled at the transfer school through the end of the school year. To continue enrollment beyond the end of the school year, the parent/legal guardian of the student must apply for and be approved for a transfer through the transfer policy for non-employee students.
6. Except as otherwise noted above, transfer terms and conditions noted in this policy and its regulations also apply to the intra-district transfer of employees' children.

Continuing Transfer Students and Transfer Revocation

A transfer student who fulfills the expectations set forth in the Student Transfer Contract will be automatically granted approval for transfer the next year. A new transfer application does not need to be submitted except when moving from an elementary school to a middle school or from a middle school to a high school.

Upon completion of the highest grade level at the receiving school, the student's transfer status will end. A parent/legal guardian must submit a new transfer application for his/her child to attend a school outside of the student's home attendance zone the following year.

If a transfer student does not fulfill the expectations set forth in the Student Transfer Contract, his/her transfer may be revoked, and the student will be required to return to the school assigned by home attendance zone.

- In cases of serious violation of the Student Code of Conduct, especially those related to student safety and violence, the Superintendent has the authority to deny or immediately revoke a student transfer.
- If the student transfer contract violations are not of serious, immediate concern for the safety and welfare of students or the conduct is not detrimental to other students, a transfer student will be allowed to finish the current year but his/her transfer may be revoked at the end of the academic year going forward. Families will be notified by the last day of school for students.
- The Superintendent shall establish regulations for the revocation of transfers, including rights for parents/legal guardians to receive written warning before any revocation action is taken and an appeals process.

OPEN TRANSFERS
**(Transfers from one school district, within the state of
Oklahoma, to another school district within the state)**

It is the policy of the Oklahoma City Board of Education that any applications for open transfers will be reviewed by the Board of Education and considered on a first-come, first-served basis. Applications may be obtained from Student Services and shall be filed with Student Services during regular business hours beginning January 1 and ending on May 31 in the school year preceding the school year for which the transfer is desired. Written application for an open transfer shall be made by the parent(s) of the student and filed with Student Services. For purposes of the Education Open Transfer Act, the term "parent" means the parent of the student, person having custody of the student, or a competent student having reached the age of majority (18).

Requests from non-resident students for transfer into the Oklahoma City Public School District on an Open Transfer will be considered provided the request includes the following:

1. An Open Transfer Application; and,
2. Documentation from the resident district verifying that the student is not suspended or has not voluntarily withdrawn for acts of violence or reckless disregard for others

No later than May 31, the resident school district shall be notified that a student enrolled in the resident school district has filed an application for transfer.

Non-resident students who wish to transfer into a specialty, enterprise, or charter school which requires an application process for admittance will be exempt from #2 of the Open Transfer requirements referenced in the preceding paragraph.

Students from outside the Oklahoma City Public School District, who wish to attend an Oklahoma City Public School will be considered for enrollment only after it is determined that no additional eligible students, from within the Oklahoma City Public School District have applied, provided however, applicant siblings of non-resident students who are already attending Oklahoma City Public Schools shall be considered for enrollment as if they were residents of the District.

Should the Oklahoma City Public School District determine that a site or program requested by a parent on an Open Transfer application is unavailable, the transfer shall become null and void, and the District shall not be obligated to honor the transfer at another Oklahoma City Public School District site.

The District shall not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude or athletic ability.

Notwithstanding the provisions of the Education Open Transfer Act, transfers of students with disabilities shall be granted as authorized in 70 O.S. 13-103.

All transfer applications will be approved or denied subject to the following criteria:

1. Availability of programs;
2. Staffing availability (If accepting the transfer will require the addition of personnel, the transfer application will be denied);
3. Space limitations;
4. Disciplinary record (As a general rule, students with poor discipline and attendance records or who are deemed “ not in good standing” in their former district will not be approved for transfer into the Oklahoma City Public School District)
5. Adjudication as a sex offender.

No later than July 15 of the same year, the receiving school district shall approve or deny applications for transfer. The Board of Education shall vote to approve or deny the applications for open transfers. Transfer applications shall be reviewed by the Board of Education in executive session in order to protect the confidentiality of student records. The vote to approve or deny the applications for transfer will take place in open session. The District shall notify the parent(s) of the student (s) of the decision.

By August 1 of the same year, the parent of the student shall notify the receiving school district that the student will be enrolling. Failure of the parent to notify the receiving school district as required may result in the loss of the student’s right to enroll in the district for that year.

On or before September 1, it shall be the duty of the receiving school district to file with the State Board of Education and each resident district, a “Statement of Open Transfers” which shows the names of the students granted transfers to the District, the students’ resident districts, and their respective grade levels.

The resident school district and the parent of a student on a transfer into the District for the current school year shall be notified by July 15 of a cancellation of the transfer for the next school year.

An Open Transfer is valid for succeeding years as long as enrollment is maintained.

A building principal can recommend the cancellation of a student’s transfer because of poor attendance, violation of school rules, and/or inconsistencies regarding student residence and child care facilities. The principal must present supportive documentation to Student Services and the

appropriate Director. The principal must inform the parent in writing of the transfer cancellation. The student must return to his or her assigned school.

A student on a transfer into the District who moves to a district other than the district from which that student originally transferred, is entitled to remain in Oklahoma City Public School District for the remainder of the current year.

Any student residing in a school district that does not offer the grade that such child is entitled to pursue shall be entitled to be transferred to any school district inside or outside of the transportation area in which such student resides which offers the grade which he/she is entitled to pursue. Such transfer shall be automatically approved.

No student shall be permitted an open transfer more than once in any school year.

Beginning July 1, 2008, the transfer of a child with disabilities for three consecutive years creates an automatic and permanent transfer into the Oklahoma City Public School District.

Students who are currently on suspension from another school district shall not be permitted to transfer into the Oklahoma City Public School District until the term of the suspension has expired.

A student shall be allowed to transfer to a school district in which a parent or legal guardian of the student is employed as a teacher, as defined by 70 O.S. 1-116, upon approval of the receiving district only.

Transportation of a student granted an open transfer into the Oklahoma City Public School District shall be the responsibility of the parent.

EMERGENCY TRANSFERS

(TRANSFERS FROM ONE SCHOOL DISTRICT, WITHIN THE STATE OF OKLAHOMA, TO ANOTHER SCHOOL DISTRICT WITHIN THE STATE OF OKLAHOMA. THESE TRANSFERS CAN ONLY BE APPROVED FOR THE REASONS OUTLINED IN 70 O.S. 8-104)

Applications for Emergency Transfers into the Oklahoma City Public School District may be requested from Student Services. Emergency Transfers require the approval of both the receiving district and the sending district. On an adequate showing of emergency, the Superintendent of the Oklahoma City Public School District may approve an Emergency Transfer.

An Emergency Transfer shall be granted only for one of the following reasons:

1. The destruction or partial destruction of the applicant student's resident school building;
2. The inability of the resident district to offer the subject a student desires to pursue, if the student becomes a legal resident of a resident school district after February 1 of the current year;
3. A catastrophic medical problem of a student, which for the purposes of this section shall mean an acute or chronic serious illness, disease, disorder or injury which has a permanently detrimental effect on the body's system or renders the risk unusually hazardous where the student can show that continuing to attend the resident school will increase the risk and attending an Oklahoma City Public School will decrease the risk;
4. The total failure of transportation facilities in the resident district;
5. The concurrence of both the resident /sending district and the receiving district;
6. The unavailability of remote or on-site internet-based instruction by course title in the district of residence for a student identified as in need of drop-out recovery or alternative education services, provided such student enrolled at any time in a public school in Oklahoma during the previous three school years; or,
7. The unavailability of a specialized deaf education program for a student who is deaf or hearing impaired in the applicant's resident school district;

Emergency transfer requests, from non-resident students who wish to transfer into the Oklahoma City Public School District, must include:

1. A written application for an emergency transfer (provided by the State Department of Education), designating the district to which the transfer is desired, shall be made by the parents and filed in the Student Services Office of the Oklahoma City Public School District.;
2. Documentation from the resident district that the student is not suspended or has not voluntarily withdrawn for acts of violence or reckless disregard for others.

Non-resident students who wish to transfer into a specialty, enterprise or charter school which requires an application process for admittance will be exempt from # 2 of the requirements listed in the previous paragraph.

Should it be determined that a site or program requested by the parent on an Emergency transfer application is unavailable, the transfer shall become null and void and the District shall not be obligated to honor the transfer at another District site.

A child who has reached the age of four (4) on or before September 1 of the school year, and resides in a district which does not offer an early childhood program may be granted a transfer into the District provided the physical facilities and teaching personnel can accommodate the child. The District may also refuse to accept the nonresident child if the district determines that the child is not ready for the District's Early Childhood Education Program.

When a student has been transferred into the District and later changes residence to another school district, in the state of Oklahoma, the student shall be entitled to continue to attend school in the District for the remainder of that school year.

Students transferring into the District between school years shall be admitted to the next higher grade upon meeting the entrance requirements and showing evidence of having completed the preceding grade. Students transferring from, non-accredited schools shall be tested and placed accordingly.

Any Student residing in a school district that does not offer the grade that such child is entitled to pursue shall be entitled to be transferred to any school district inside or outside of the transportation area in which such student resides which offers the grade which he is entitled to pursue. Such transfer shall automatically be approved.

A child whose family relocates from the District may continue attendance to the end of the current school year, provided the student began the school year in the District.

A building principal can recommend cancellation of a student's transfer because of poor attendance, violation of school rules, and/or inconsistencies regarding student residence and child care facilities. The principal must present supportive documentation to Student Services and the appropriate Regional Executive Director. The principal must inform the parent in writing of the transfer cancellation. The student must return to his/her assigned school.

As of July 1, 2008, the transfer of a child with disabilities for three consecutive years creates an automatic and permanent transfer into the District (See 70 O.S. 13-103).

Siblings of the transferred student may transfer to the same school with the permission of the receiving district only.

Students who are currently on suspension from another school district shall not be permitted to transfer into Oklahoma City Public Schools until the term of the suspension has expired.

Transportation of a student granted an emergency transfer into the Oklahoma City Public School District shall be the responsibility of the parents.

Cancellation of an emergency transfer shall be done in accordance with the provisions outlined in Regulation J-08-R1.

EMERGENCY TRANSFERS
OUT OF THE DISTRICT

An Emergency transfer out of the District may be granted in accordance with the Title 70 of the Oklahoma Statutes and for the following reasons:

1. To attend a special education program not available in the resident district;
2. To allow a senior student who is expected to graduate to attend the same school as he/she attended the previous year;
3. To accommodate a catastrophic medical conditions. Such applications will be reviewed by Oklahoma City Public School District to ensure that the medical reasons are catastrophic.

Transportation for a student granted an emergency transfer outside of the Oklahoma City Public School District shall be the responsibility of the parent.

REFERENCE: 70 O.S. §1-114
70 O.S. §1-113
70 O.S. §5-117.1
70 O.S. §8-101, et seq.
70 O.S. §24-101, et seq.
Family Educational Rights and Privacy Act
Atty. Gen. Op. No. 87-134, April 1, 1988

OSSBA Policy FE

THIS POLICY REQUIRED BY LAW.