

## **Ontario School District 8C 2020-2021**

**Elementary Request for Intra-District Transfer** of schools within the Ontario School District

#### Please fill out and return to:

Andrea Salazar - Ontario District Office ansalazar@ontario.k12.or.us 195 SW 3rd Ave. Ontario, OR 97914

- Applications received after the date above will not be considered
- Applications need to be turned in or emailed to the district office, not the school

Student Name		Requested School Year	Grade
Date of Birth Student ID #		Resident School	
Parent/Guardian Name		Requested School #1	
Parent Email Address		Requested School #2	
Home Address		School Currently Attending	
City, State, Zip		Sibling(s) Currently on a Waiver?	Yes No
Phone	<del></del> !	Sibling(s) Names	
Any Special Education Assistance? Yes	No	Sibling(s) Names	
Are there any current discipline or attend nfractions? Yes		<u> </u>	
<b>Ontario School District 8C Board Policy J</b> place of residence. Exceptions to the policy			school serving their
presentation of satisfactory evidence to period during which the admission is requed.  3. A student whose educational interest woor because the student has met or has except to attend that school;  4. A student who becomes a victim of a vatends, or any student attending a distripersistently dangerous may, as required by With the Board Policy in mind, briefly explain	ested;  vould be better served eeded academic content violent criminal offend ict school that is ident v NCLBA, transfer to a said in the reason for your t	d in another school, as determined nt standards as provided by ORS 329  se while in or on the grounds of a tified by the Oregon Department o afe district school as defined by law.  cransfer application request:	by the administration 0.485, may be allowed a <b>school the student</b> f Education (ODE) as
I understand that if this request is app student will be held to high standard transfer.			
I understand that if this request is approattend the requested school.	oved, <b>my student will</b>	need to continue to re-apply each	year for approval to
Signature of Parent/Guardian		Date	
	FOR OFFICE US	E ONLY	
Superintendent Signature	Date	School Requesting	
Attendance: %	Notes:		Accontact
Behavior: Minor Major			Accepted
Transfer denied due to:			Denied

## **Ontario School District Elementary Intradistrict Transfer Procedures**

The following procedures will govern consideration of a request by a parent for a student to attend a district school other than the one within the student's regular attendance boundary.

Resident students and their parents will be notified on an annual basis of intradistrict transfer options available.

Requests to transfer will be considered on a space-available basis and subject to criteria established annually by the district.

### **Spring Transfer Requests**

- Complete Transfer Request Form (on website) by July 1, 2020; by May 15, 2021 and moving forward
  - \* No transfer requests will be considered after the lottery; a waiting list will be established based on the lottery process
- 2. To be eligible for the lottery you must be in good standing in terms of attendance patterns and behavior data
- 3. Transportation will be the responsibility of the parent. In certain circumstances, district transportation may be provided on a space available basis. Existing bus routes and loading areas will not be disrupted or altered in order to accommodate an intradistrict transfer
- 4. Students who attended the requested school in the past and siblings of students who attended in the past will be considered Tier 1 requests; students who attended a school on an intradistrict transfer in the past will be given first priority, but this will continue to be based on the availability of space; preference will be given to students who live in the established attendance area and whose parents are employed by the Ontario School District living within the city of Ontario.
- 5. The number of slots in each grade level and each school will be determined based on class size and classroom capacity as determined by guidance in the case of a public health emergency
- 6. Names will be drawn by lottery for designated slots starting with Tier 1 and proceeding to Tier 2 which will be new intradistrict transfer requests in good standing
- 7. Families will be notified in writing within one week of the lottery results by the district office \*\* This process is separate from a special education placement decision; foster care requirements; and McKinney Vento rules
- 8. In the event building capacity is reached with attendance area residents within the first 15 days of school transfer students may be asked to enroll in another school or return to their school of origin
- 9. Student violations of Board policy, administrative regulation or school rules may result in revocation of the transfer at any time at the discretion of the district, in addition to appropriate disciplinary measures

# Process for Enrollment during the School Year when Classes have Reached the Established Capacity

- 1. Families will complete online registration for school that is their attendance area school
- 2. If the class or grade level is at or above capacity the district office will notify the family that they will be transferred to a school where space is available
- 3. Decisions on which school the student/s will attend will be based on space available and will be rotated to prevent any one school from being overwhelmed with new students
- 4. Efforts will be made to keep siblings together whenever possible