



Ontario School District 8C 2023-2024

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 must be turned in by July 1st, 2023

- 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 _____

Sibling(s) Names _____

Any Special Education Assistance? Yes No

Sibling(s) Names _____

Are there any current discipline or attendance infractions? Yes

Ontario School District 8C Board Policy JECC: States that students shall be required to attend the school serving their place of residence. Exceptions to the policy may be granted under the following conditions:

1. A student **changing place of residence within district boundaries during the school year** may continue in the school of enrollment until the end of the current year;
2. A student who anticipates moving to a different school assignment area may be admitted in that school upon **presentation of satisfactory evidence to the administration showing that the move will be made within the grading period** during which the admission is requested;
3. A student whose **educational interest would be better served in another school**, as determined by the administration or because the student has met or has exceeded academic content standards as provided by ORS 329.485, may be allowed to attend that school;
4. A student who **becomes a victim of a violent criminal offense while in or on the grounds of a school the student attends**, or any student attending a district school that is identified by the Oregon Department of Education (ODE) as persistently dangerous may, as required by NCLBA, transfer to a safe district school as defined by law.

With the Board Policy in mind, briefly explain the reason for your transfer application request: _____

I understand that if this request is approved, **transportation is the parent/guardian's responsibility, and that my student will be held to high standards of academic progress, behavior, and attendance in order to maintain the transfer.**

I understand that if this request is approved, **my student will need to continue to re-apply each year for approval to attend the requested school.**

Signature of Parent/Guardian _____ Date _____

FOR OFFICE USE ONLY

Superintendent Signature _____

Date _____

School Requesting _____

Attendance: _____ %

Notes: _____

Accepted

Behavior: _____ Minor _____ Major

Denied

Transfer denied due to: _____

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

1. Complete Transfer Request Form (on website) by **July 1, 2023**; by May 15, 2023 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