

STILLWATER PUBLIC SCHOOLS IN-DISTRICT TRANSFERS

The Stillwater Public Schools operates an open enrollment policy for in-district transfers. ~~Parents may request any school for their child's attendance:~~

- ~~1. Parents of Stillwater students desiring to enroll their student in an elementary school, not in their attendance area, will be required to complete an in-district transfer form. Forms are available at each elementary school and the SPS Administration Building.~~
- ~~2. Transfer requests for the next school year must be submitted to any elementary school office by May 1 of the current school year to ensure consideration. Exceptions to this date will be considered by the superintendent or his/her designee.~~
- ~~3. Transfer requests must be completed each year.~~
- ~~4. Parents or guardians will be responsible for providing transportation to and from school for all students attending a school outside their school of residence.~~
- ~~5. Transfers may be rescinded by the principal. Parents may appeal to the superintendent a principal's decision to rescind a transfer.~~
- ~~6. The superintendent or his/her designee shall have the authority to make exceptions for unanticipated issues and extraordinary circumstances regarding transfers.~~
- ~~7. Every effort will be made to notify parents of pending transfer requests in a timely fashion. However, notifications may be delayed until after enrollment verification held in late July or early August.~~
- ~~8. Parents/Guardians awaiting action on a pending transfer should enroll their child/children in their attendance area school.~~
- ~~9. Parents with multiple children seeking placement in a school must submit a separate transfer application for each child.~~
- ~~10. Placement determinations will be considered using the following criteria:
 - ~~A. Space and staffing availability.~~
 - ~~B. First priority for placement will be dependents of Stillwater Public Schools employees.~~
 - ~~C. Discipline record, attendance history and other factors deemed pertinent to consideration for the transfer.~~~~

~~Students who move during the school year will be allowed to complete the school year at the initial school of enrollment but must complete a transfer request to be considered for the following year.~~

Under certain circumstances, Oklahoma law allows students that reside in a school district to transfer from their assigned site to any site within the district, also known as an intra-district transfer. By the first day of January, April, July and October of each year, the board of education shall establish the number of intra-district transfer students the district has the capacity to accept in each grade level for each school site within the district. Once established, the intra-district capacity numbers will be posted in a prominent place on the school district website and shall be reported to the State Department of Education.

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An intra-district transfer may be requested at any time in the school year, unless the grade level of the receiving school site has reached capacity. If the capacity at a grade level is insufficient to enroll all eligible students, the school district shall select intra-district transfer students based on the following preferences and then in the order in which the intra-district applications were received.

This policy applies to students who reside within the school district and creates an enrollment preference and reserve capacity for:

1. Students who reside in the school site boundary;
2. Students who attended the school site the prior school year;
3. Siblings of students who are already enrolled at the school site;
4. Children of school district employees who wish to attend a different school site within the school district; and
5. Students who change residence within a school district and who wish to attend the same school site.

An intra-district transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to other school sites within the school district where the student resides to no more than two (2) times per school year. Exceptions to this limit will exist for students in foster care. A student is legally entitled to re-enroll at any time in their school district's site of residence.

Any sibling of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

The child of a school district employee who resides in the school district but wishes to attend a different school site within the school district where the student resides may be granted an intra-district transfer if the student does not meet a basis for denial as listed below.

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:
 - a. violation of a school regulation,
 - b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or
 - c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.

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- 3. The transferring student does not have a history of absences. "History of absences" means 10 or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

The district will approve or deny the application and notify the parent of the student of the determination in writing within thirty (30) days of receiving an application. The school district shall enroll transfer students based on the preferences outlined above and then in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students based on the preferences outlined above and then in the order with which the district received the application.

LEGAL REFERENCE: **70 O.S. Section 8-114.**