

Glencoe Public Schools Student Transfer Letter

Thank you for visiting our website to learn more about our student transfer policy. We appreciate your interest in Glencoe Public Schools. We do our best to welcome additional students to our district whenever it is possible.

Glencoe Public Schools makes decisions about student transfers in accordance with district policy and state law. You can download our comprehensive district policy below; however, we are providing the following information for your convenience:

The state Department of Education requires that the following form be completed to apply for a transfer: [Student Transfer Application Form](#)

- Parents who need access to technology to print or complete the form can visit the elementary office or the high school office. Paper copies of the form can also be picked up at the superintendent's office.
- Decisions about transfers for the 2022 - 2023 school year will be made after July 1 capacity data is determined. We will contact parents directly about the approval status of their child's transfer.
- Mid-year transfer requests will be considered within 3 days of the district receiving the application.
- New transfers are accepted on a first-come, first-served basis. Students who attended the district on a transfer during the 2021-22 school year will be automatically accepted pending approval from the district. The law also gives preference to children of active-duty military personnel.
- To accept a transfer, enrollment in the grade the parent requests must be under the district-established capacity. The district's capacity and vacancy numbers for each grade and school can be found below.
- Transfers may be denied based on capacity, attendance and discipline issues.
- Transfers for siblings must be considered separately.

- If the grade a student requests is over capacity, he/she will be offered the opportunity to be placed on a waiting list.
- Transfer students must abide by eligibility requirements established by the Oklahoma Secondary Schools Activities Association (OSSAA) for OSSAA-sanctioned activities.
- Transfer decisions may be appealed: If transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within (10) days of notification of denial to the board of education. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. If notice is after the deadline for posting, the board shall consider the appeal at a special meeting of the board of education.

If you have any questions about the transfer process, please contact Jay Reeves, Superintendent at 580-669-4003.

Please use the following links to find more information:

[Glencoe Student Transfer Board Policy](#)

[Student Transfer Application Form](#)

[Parent's Guide to Student Transfers](#)

[Glencoe Public Schools Capacities](#)