**Timberlake Public Schools Out of District Policy**

All out of district transfer requests to Timberlake Public Schools will be examined and confirmed before approval. Examples of items to be examined include but not limited to:

* Student’s Attendance history
* Student’s Behavior/Discipline history
* Student’s Academic history
* Out of District Application

An additional consideration will be potential effect on class size. For Elementary school enrollments especially, class numbers will be maintained at an optimal size in an effort to provide the most effective educational environment possible. It is the responsibility of the parent/guardian to provide all information required and requested by the district.

Students currently attending Timberlake schools will also receive at least one annual review to ensure compliance in good standing with regards to all district expectations. Siblings of current students in good standing will receive first consideration but will also be subject to the same factors for consideration on an individual basis. Timberlake Public Schools reserves the right to deny new transfer requests and continued enrollment of all students living outside the district.

REQUIRED DOCUMENTATION (Available on Timberlake website or any office):

1. Timberlake Public Schools Transfer Application (with requested documentation)
2. Oklahoma State Department of Education Open Transfer Application (prior to May 31)

OR

1. Oklahoma State Department of Education Emergency Transfer Application