

**Maryetta School**

*“National School of Excellence”*

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Lori Means, Superintendent

Chad Harp, Principal

 Board Members

Larry Eagleton, Pres.

Joel Bean,Vice-President

Kevin Stuhmer, Clerk

Thank you for visiting our website to learn more about our student transfer policy. We appreciate your interest in Maryetta Public School, where “***We are Responsible, We are Respectful, We are Ready and We are Raiders!”*** We do our best to welcome additional students to our district whenever it is possible.

Maryetta Public School 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](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1746282/Student_Transfer_Application_Form.pdf).

* Parents who need access to technology to print or complete the form can visit any Maryetta Public School office. Paper copies of the form can also be picked up at any MPS office.
* Decisions about transfers for the 2022-2023 school year will be made by the last day of April. We will contact parents directly about the approval status of their child’s transfer.
* Mid-year transfer requests will be considered within 5 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 decisions may be appealed. The appeal process is outlined in MPS Policy FE that is linked below.

If you have any questions about the transfer process, please contact Lori Means, Superintendent at 918-696-2285 ext 3000.

[Student Transfer Policy](FE_FEH_FEF%20Student%20Transfers%20OSSBA-MPS%20policy.pdf)

**District’s capacity is as follows**:

**Pre-Kindergarten**: 20 students per classroom; 10 students per adult in the classroom

**Kindergarten-6th Grade**: 20 students per teacher (excludes PE and music classes), unless additional class would have fewer than 10 students or unless a teacher’s assistant is hired

**Transitional First Grade**: 16 students per teacher

**7th & 8th Grade**: 25 students per teacher (excludes PE and music classes)