

OPEN TRANSFERS

The Board of Education shall accept into the district students who reside in another school district under certain circumstances. In cases in which a transfer is granted, the student may continue to attend this school if the board approves. Further, if the board approves, a brother or sister of that transferred student may also be accepted.

No student may transfer into the district if he or she has transferred before in the same school year. No student may transfer out of the district in the same year that he or she transferred in. However, if a student changes residence to another district, he or she may attend either the new district of residence or the district to which the previous transfer had been made.

Procedure

1. In order for a student to transfer, the parents of the said student must complete an application form specified by the State Board of Education.
2. Applications must be obtained from and filed with the superintendent of the receiving school district no later than the first Monday in June for the next ensuing school year.
3. Receiving school districts must notify the district of residence of each applicant by the first Monday in June.
4. The board will approve or deny the application within thirty (30) days of receipt of the application, and shall notify the student's parents of the decision.
5. Within ten (10) days of receiving notice of approval of the transfer application from the school district, the student's parents are expected to notify the receiving district that the student will be enrolling in the district. The board has the right to reconsider and possibly deny the student's transfer for that year if the parents fail to meet this requirement.
6. On or before September 1 the superintendent shall file with the State Board of Education and each resident district a statement showing the names of students who are granted transfers to the district.

Factors to be Considered

Students may be denied a transfer for any of the following reasons:

- * Nonavailability of programs in the receiving district
- * Nonavailability of staff in the receiving district
- * Nonavailability of space in the receiving district
- * The student's record includes documentation of major discipline problems
- * The student's record includes documentation of unsatisfactory attendance
- * The student has had numerous school district transfers

The district will consider a class, program, or building nonavailable due to space if such class, program, or building is at 85% of capacity. This practice will allow space for students moving into the district.

Factors Not to be Considered

When transfer students are accepted, they will be taken on a first-come, first-served basis. Transfer decisions must *NOT* be made on the basis of any of the following factors:

- * Ethnicity
- * National origin
- * Gender
- * Income
- * Disabling condition
- * English proficiency
- * Measure of achievement
- * Aptitude
- * Athletic ability

Transfers approved before January 1, 2000, shall continue to be valid and not subject to other provisions of this policy unless the parent chooses otherwise. The Oklahoma Secondary School Activities Association shall determine student eligibility for participation in extra-mural competition.

Nothing in this policy shall prevent emergency transfers.

References: HB 1759 (Sections 20-29), 1999 Legislative Session
HB 2728, 2000 Legislative Session
HB 1767, 2003 Legislative Session
SB 759, 2013 Legislative Session

AUTHORIZED REPRESENTATIVE FOR STUDENT TRANSFERS

The Board of Education hereby authorizes the Superintendent of Schools to approve or deny all emergency student transfers.

The Superintendent will confer with principals, as needed, regarding student transfers into or out of the Commerce Public School District.