

## **OPEN TRANSFER**

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 February 1 for the next ensuing school year.
3. Receiving school districts must notify the district of residence of each applicant by March 1.
4. The board will approve or deny the application by June 1.
5. By June 1 the superintendent shall file with the State Board of Education and each resident school 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

Except as otherwise provided by law or OSSAA regulation, a student who transfers shall not be eligible to participate in extramural competition for one year.

Nothing in this policy shall prevent emergency transfers.

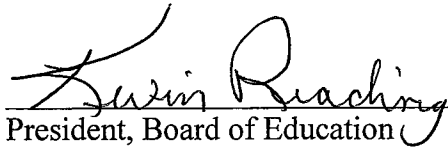
References: HB 1759 (Sections 20-29), 1999 Legislative Session (effective date of this section: January 1, 2000).

## AUTHORIZED REPRESENTATIVE FOR STUDENT TRANSFERS

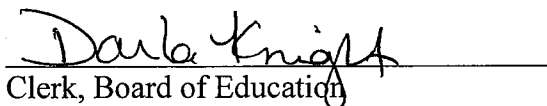
The Board of Education hereby authorizes the Superintendent of Schools to approve or deny all student transfers.

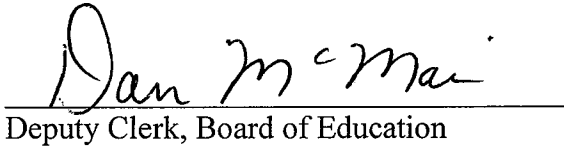
The Superintendent will confer with principals, as needed, regarding student transfers into or out of the Commerce Public School District.

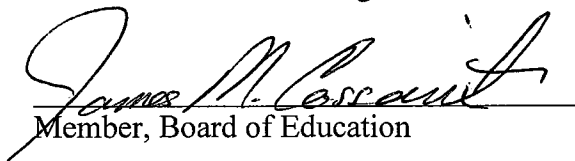
Adopted this 13<sup>th</sup> day of December, 1999.

  
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President, Board of Education

  
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Vice President, Board of Education

  
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Clerk, Board of Education

  
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Deputy Clerk, Board of Education

  
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Member, Board of Education