

# **Sand Springs Public Schools**

## **Policy FE - Student Transfer District Procedure**

Updated July 5, 2022

1. All current transfer students will be able to continue placement at SSPS UNLESS the transfer can be denied based on allowable reasons:
  - a. violation of a school regulation,
  - b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or
  - c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.
  - d. more than 10 unexcused absences in a semester
2. Transfer applications will be reviewed in the order they are received.
  - a. Transfer applications for the 2021-22 school year will be accepted beginning January 1, 2022.
  - b. Applications must be submitted on an official SDE transfer time-stamped form.
  - c. Current year transfer requests will stay on file until the end of the current school year.
  - d. Transfer applications for the following school year will open on the first Monday of March.
  - e. Review of all transfer applications will begin on July 1 prior to the upcoming school year.
3. All resident students will be eligible to be served at the site in which they reside.
4. Staff children will be allowed to transfer to SSPS regardless of capacity. However, staff children can be denied based on discipline and attendance records.
5. Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve

on active duty orders shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:

- a. At least one parent of the student has a Department of Defense issued identification card; and
  - b. At least one parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a national disaster requiring the use of orders for more than thirty (30) consecutive days.
6. Resident students will be allowed to apply for an intradistrict transfer of choice.
7. Intradistrict transfer requests will be reviewed by the receiving school for approval or denial.
8. Upon establishing the current students who will be attending at a grade level at any school site, the number of available transfer slots will be established.
  - a. Capacity will be determined based on the following criteria:
    - i. A transfer application to Charles Page High School and Freshman Academy may be denied if creating a schedule for that student, including all classes required for graduation, would result in a class size over 30 in any class.
    - ii. A transfer application for 6th - 8th grade may be denied if creating a schedule for the student results in an average class size over 28 in any core class or course for high school credit.
    - iii. A transfer application for PreK through grade 5 will be denied if approval would result in a class size greater than 22 students in grades PreK through grade 3, or a class size greater than 24 students in grades 4 and 5.
    - iv. Special education transfer rules have NOT changed as a result of the [new transfer law](#).
  - b. Siblings from the same family must apply separately for a transfer and will be considered if the district has capacity in the grade level requested and there is not a reason for denial as listed in item 1 of this document.

9. If a student applies to transfer into the district as a full-time virtual student, their transfer acceptance is for the Sand Springs Virtual Academy only. If, after acceptance to the Virtual Academy, the student or guardian later requests to attend in person at a brick and mortar site, a new transfer application must be submitted through the Enrollment Center for approval or denied based on capacity, discipline, and/or attendance.
10. A student who has attended school as a resident student for at least three years prior to moving out of the school district may be allowed to transfer into the district regardless of capacity. Such student's application will be reviewed utilizing only disciplinary records and attendance to determine the transfer request.
11. Available slots will be posted on the district website.