

## Policy FE

### STUDENT TRANSFERS

The school district will not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude or athletic ability. The school district will begin accepting applications for the next school year starting on the first Monday in June each year. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will not approve or deny transfers received for the next school year until after the July 1 capacity data is determined for each grade level and site within the school district. Such capacity may be reduced by the enrollment of new students who are residents of the district.

Transfers, including open transfers, that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to capacity, disciplinary action or attendance reasons. The district will not require parents to resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

An application for transfer must be submitted using the form established by the State Department of Education and may be submitted at any time in the school year. State law does limit the ability of a student to transfer no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will apply for students in foster care. Students are legally entitled to reenroll at any time in their school district of residence. Any sibling of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and there is not a reason for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:
  - 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.
3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in [70](#) O.S. § 10-105 or due to illness.

By the first day of January, April, July and October, the board of education shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district's website. The district shall report to the State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

The Superintendent, after consultation with the principals of each school site, shall report to the Board of Education the capacity for transfer students at each grade level and each school site at the regularly scheduled meetings of the Board in June, September, December and March of each year. The Superintendent and the principals shall take into consideration the number of authorized teaching positions, classrooms available and class size at each grade level and each site and such other factors as shall be reported to the Board. After review of the report, the Board shall approve the capacity for transfer students at each grade level and each school site as it deems appropriate. The Superintendent shall report to OSDE and publish on the district website the capacities determined by the Board, adjusted only by subsequent enrollments by students residing in the district and approved intra district transfers.

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.

A student shall be allowed to transfer to a district in which the parent or legal guardian of the student is employed as a teacher as per [70](#) O.S. § 8-113.

Children or wards of individuals employed by the school district shall be allowed to transfer into the school district and will be allowed to continue enrollment as long as Sand Springs Public Schools discipline and attendance policies are followed. A student who enrolls pursuant to this policy shall not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance unless the transfer is from a school district which does not offer the grade the student is entitled to pursue. The Oklahoma Secondary School Activities Association governs all student eligibility requirements.

The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application. 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:

1. At least one parent of the student has a Department of Defense issued identification card; and
2. 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.

If accepted, a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny continued transfer of the student due to capacity or for disciplinary reasons or a history of absences.

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the board of education. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. If notice is after the deadline for posting, the board shall consider the appeal at a special meeting of the board of education.

Transfer capacity for students receiving special education services will be determined based on policy [FEH](#) and is not included in this policy.

Appeal process: The appeal must be submitted in writing by the parent or legal guardian to the office of the Superintendent of Sand Springs Public Schools. During the appeal, the board will review the action of the administration to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall vote to overturn the denial and the transfer will be granted. This will be a paper appeal and will include the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education.

A student who enrolls in a school district in which the student is not a resident shall not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance at the receiving school unless the transfer is from a school district which does not offer the grade the student is entitled to pursue as per [70](#) O.S. § 8-103.2.

**REFERENCE: [70](#) O.S. §1-114**

**[70](#) O.S. §1-113**

**[70](#) O.S. §5-117.1**

**[70](#) O.S. §8-101, et seq.**

**[70](#) O.S. §24-101, et seq.; §24-102**

**Family Education Rights and Privacy Act**

**Atty. Gen. Op. No. 87-134, April 1, 1988**

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**THIS POLICY REQUIRED BY LAW**