



Mid-Del Schools Emergency Transfer Approval/Denial Process

1. The parent or legal guardian of the student must first obtain approval from the principal of the receiving Mid-Del School prior to submitting the emergency transfer application.
2. The parent or legal guardian of the student must turn in the completed application to the Student Accounting Department located at 1730 Center Drive, Midwest City, OK. Mailed applications will not be accepted nor considered.
3. Upon confirmation of the principal's approval, the application information will be entered into the OSDE WAVE system.
4. The OSDE WAVE system will notify the sending (home) district to approve or deny the transfer request.
5. The Student Accounting Department will notify the parent or legal guardian and receiving principal of the sending (home) district's approval or denial.
6. If approved, the parent or legal guardian must pick up a copy of the approved transfer application from the Student Accounting Department located at 1730 Center Drive, Midwest City, OK to present to the receiving school in order to proceed with enrollment.
7. The parent or legal guardian must comply with all enrollment requirements in order to complete the enrollment process.

Emergency Transfer Cancellations

1. Approved emergency transfers may be cancelled by Mid-Del Schools during the current year at any time due to failure to comply with the guidelines as outlined in the Attachment "B" consent form submitted by the legal guardian at the time of transfer request.
2. Approved emergency transfers may also be cancelled by the parent or legal guardian during the current year at any time by the withdrawal of the student.
3. District or parent cancellation results in the student's immediate return to their resident (home) school district.
4. The OSDE WAVE system will notify the resident (home) district when a transfer has been cancelled.
5. Emergency transfers are valid for the current school year only. All existing emergency transfers will automatically be transitioned to an Open Transfer Application for the following school year unless cancelled by the District or parent or legal guardian prior to June 1 of the current school year. If cancelled after June 1 and prior to the last day of the current school year, any emergency transfer that has been transitioned to an Open Transfer Application for the following school year will automatically be cancelled.