

South Umpqua School District  
**Intra-District Transfer Request / Agreement**

**Please use this form if your child's resident school is in SUSD but you are requesting a different SUSD school for attendance.**

*Transfer requests may be submitted between May 1 and June 15 each year, with notification by mail on August 5.  
Mid-Year transfer requests may be submitted between November 15 and January 15 each year.*

**Requests are submitted to student's resident school.**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Guardian Name (s): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Reason for Transfer Request: \_\_\_\_\_

<b>Resident School:</b> ____ Myrtle Creek Elementary ____ Tri City Elementary ____ Canyonville School ____ Coffenberry Middle School  <b>*A parent/guardian meeting with the building principal may be required prior to decision.</b>
Office Use Only: Admin Approval* Y/N: _____ <span style="float: right;">Admin Initials</span>

<b>Requested School:</b> ____ Myrtle Creek Elementary ____ Tri City Elementary ____ Canyonville School ____ Coffenberry Middle School  <b>*Approval is subject to multiple factors including but not limited to: class size, staffing capacity, date of entry, enrollment projections.</b>
Office Use Only: Admin Approval* Y/N: _____ <span style="float: right;">Admin Initials</span>

<b>Transportation:</b> Parents are reminded transportation to and from the requested school is the responsibility of the parents.  _____ Date: _____ <i>Parent Signature Indicates Agreement</i>
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<b>Student Attendance:</b> Students are expected to maintain regular attendance. Students who are chronically absent may have their transfer privilege revoked.  _____ Date: _____ <i>Parent Signature Indicates Agreement</i>
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District Office Approval: Yes / No Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## South Umpqua School District

### ***Intra-District Transfer Request Information***

*Transfer requests may be submitted between May 1 and June 15 each year, with notification by mail on August 5.*

*Mid-Year transfer requests may be submitted between November 15 and January 15 each year.*

***Requests submitted outside of these windows will not be considered.***

#### **Who should apply for an Intra-District Transfer?**

Intra-District Transfer requests are for students who live within the boundaries of a SUSD school but wish to attend a different SUSD school.

#### **How are Intra-District Transfer requests decided?**

Intra-District transfer requests received within the established transfer window are considered based on a number of factors including, but not limited to: class size, staffing capacity, date of entry, enrollment projections. Additionally, a meeting between the parent/guardian and the principal of the resident school may be required. All transfer requests received within the established transfer window are considered equally – not on a first come, first served basis.

The following intra-district transfer requests will be given priority:

1. Those recommended by school administrators and superintendent (or designee) due to special circumstances.
2. Students who have a sibling currently enrolled at the requested school.

Intra-District Transfer requests will not be accepted or considered for approval when:

1. A request is submitted outside of the established transfer windows.
2. Student is considered chronically absent at their resident school.
3. The request is for a transfer that has previously been denied or revoked for the current school year at the requested building.

#### **Do I have to apply for an Intra-District transfer every year?**

Once a student's transfer has been approved, the student can continue at the requested school, unless transfer privileges are revoked.

Student transfers may be revoked if the student fails to maintain minimum standards of attendance.

Parents/guardians may request that a transfer be rescinded at any time. Such requests will be effective at the end of the quarter in which they are received unless the school administrators agree to implement the request sooner.

#### **Can I appeal the decision if a transfer is denied?**

No, the team's decision is final. A team of district and school administrators are involved in the review process and make the final decisions based on a number of factors including, but not limited to: class size, staffing capacity, date of entry, enrollment projections. Every effort is made to ensure an equitable process for all students.