

2018-2019 TRANSFER REQUEST FOR OUT OF DISTRICT STUDENTS

Open Enrollment Request

Accepted: (March 1 – April 1 ONLY)

Inter-District Transfer Request

Returning Students: accepted after May 1, New Students accepted after July 1

Transfer Request forms must be submitted to the Springfield School District Office by personal delivery, regular mail, email or fax.

STUDENT INFORMATION:

Legal Last Name _____ Legal First Name _____ M.I. _____

Address: _____
 Street & Mailing _____ City/ST _____ Zip _____

DOB _____ Grade 2018-2019 _____

I request my student remain at the school they currently attend: _____ (school)

School Choice #1 _____ School Choice #2 _____ School Choice #3 _____
 (please see reverse side for school choice options)

Does the student currently have an approved inter-district transfer for the 2017-2018 school year? Yes No

School student attended for the 2017-2018 school year _____

Is the student currently under expulsion? Yes No

If yes, what was the offense(s)? _____ Expulsion Ends: _____

Does the applicant have a sibling currently attending a Springfield school? Yes No

If yes, name of sibling _____ School sibling attending in 2018-2019 _____

PARENT/LEGAL GUARDIAN INFORMATION:

Parent/Legal Guardian Name _____

Email Address: _____

Phone (home) _____ Phone (cell) _____

By signing below, I acknowledge that Springfield Public School is not required and does not provide transportation for transfer students. I also acknowledge that the inter-district transfer is for the 2018-2019 school year **ONLY**. I understand the transfer may be revoked if the student violates school and/or district rules and regulations, has irregular attendance or chronic tardiness, or if the information on this form is falsified. I acknowledge my student is not guaranteed a seat at any SPS school. Parents/Legal guardians must provide transportation for approved transfer students to and from school, regardless of documented disability.

When enrolling, **all** students are required to provide proof of address. Suggested proof of address would be: Escrow papers/rental agreement, current resident service bill (i.e., electric, gas, cable, garbage or water bill); or driver's license or State ID card. **Legal guardians are required to provide court documents appointing them guardian.**

Signature of Parent/Legal Guardian _____ Date _____

FOR DISTRICT OFFICE USE ONLY

RESIDENT DISTRICT: _____	
Approved _____	Denied _____
Reason for Denial _____	
Superintendent/Designee _____	Date _____

RECEIVING DISTRICT: _____	
Approved _____	Denied _____
Reason for Denial _____	
Superintendent/Designee _____	Date _____

Lottery # _____

Date Received _____ (over)

SPRINGFIELD PUBLIC SCHOOLS

Transfer Request forms must be submitted to the Springfield School District Office at 640 'A' Street, Springfield by personal delivery, regular mail, email or fax.

The following schools are available for students requesting an open enrollment or inter-district transfer into the Springfield School District. Availability is based on class size.

SCHOOLS

Centennial Elementary	Agnes Stewart Middle School
Douglas Gardens Elementary	Briggs Middle School
Guy Lee Elementary	Hamlin Middle School
Maple Elementary	Thurston Middle School
Mt Vernon Elementary	
Page Elementary	Springfield High School
Ridgeview Elementary	Thurston High School
Riverbend Elementary	
Thurston Elementary	
Two Rivers/Dos Rios Elementary	
Walterville Elementary	SPS On-Line (Grades K through 12)
Yolanda Elementary	

Nonresident Student Definition:

A nonresident student is any student whose parent(s)/legal guardian(s) reside outside Springfield School District attendance boundaries. **As per state law, students may not use addresses of family, friends, businesses or daycare to gain access into a school.**

Lottery Priorities:

Transfer requests are placed on the waiting list by lottery draw determination. The lottery priorities are: 1) returning 12th graders to current school*; 2) returning students to current school*; 3) sibling of 2018-2019 SPS student; 4) new applicants

*Students enrolled via an inter-district transfers for the 2017-2018 school year may only return to their current school if there is no wait list of Springfield resident students for that school/grade and an approval has been secured.

Determination/Notification:

Per Oregon HB4007, all nonresident applicants must obtain consent from their resident district before enrolling in a nonresident district. Resident district are required to provide a written reason for denying a student's release to a nonresident district. Once admission is accepted, Springfield will submit the application to the student's resident district for approval/denial.

Once a determination has been made, the student's family will receive written notification of the approval or denial.

Deadlines:

Open Enrollment Requests for the coming school year are accepted March 1 - April 1, 2018. Inter-District Nonresident Student Transfer Requests are accepted: Returning Students, after May 1, 2018. New students, July 1, 2018 – January 15, 2019 for the current school year. Any request submitted after the April 1 Open Enrollment deadline, must be processed through Inter-District Transfer guidelines. **New student Inter-District Requests will not be processed until after Fall registration.**

Special Notes:

• Transfer forms must be submitted to the Springfield District Office at 640 A Street, Springfield OR 97477.

- Students approved through an Inter-District transfer must reapply each year.
- Students must reapply if attending currently via an inter-district approved transfer, when changing from elementary to middle or from middle to high school or if they move from the address of the initial transfer approval.
- Students approved through Open Enrollment or Inter-District Transfer are required to attend as full-time students.
- A transfer **will not** be considered only to participate in extra-curricular or athletic activities.
- Students may not register for school or sign up for or practice with athletic teams or other activity groups in the requested school until the transfer is approved and eligibility is determined.
- **Families providing false information to access a school shall be immediately withdrawn and may be charged tuition.**
- The parent/guardian must provide transportation for approved transfer students to and from school, regardless of documented disability.

Please contact Amy Stephens at 541-726-3254 or amy.stephens@springfield.k12.or.us, should you have questions.