



Instruction Department  
 640 A Street, Springfield OR 97477  
 Ph: 541-726-3254 Fax: 541-726-3316  
 email: amy.stephens@springfield.k12.or.us

## REQUEST FOR TRANSFER WITHIN SPRINGFIELD PUBLIC SCHOOLS

**Students whose family reside within Springfield district boundaries.**

SPS will attempt to honor parent requests for student transfer. Please read the transfer guidelines for detailed information.

**High Priority Request: accepted during the month of January only (2<sup>nd</sup>-31<sup>st</sup>).**  **Phase 2 Request: accepted beginning April 1<sup>st</sup> for the coming year.**

Transfers will be approved if space is available or projected ratios have not been met at the requested school and grade.

**One student per form**

*All Transfer Request forms must be submitted by the parent to the Springfield School District Office by personal delivery, regular mail, email or fax. School buildings cannot accept, nor forward transfer request forms.*

### STUDENT INFORMATION please use black ink

<input type="checkbox"/> Returning 12 <sup>th</sup> grader	<input type="checkbox"/> Sibling of a 2020-21 student at requested school: _____
<input type="checkbox"/> Returning student to school last attended	<input type="checkbox"/> New applicant (sibling name) _____
Student's First Name _____ M.I. _____ Last Name _____	
DOB _____	Grade Entering Sept 2020 _____
School Now Attending _____	
Home Address _____	City _____ Zip _____
Mailing Address _____	City _____ Zip _____
Daycare Address _____	City _____ Zip _____

### PARENT/GUARDIAN INFORMATION

Parent First Name (1) _____	Last Name _____
Phones: Home _____ Cell _____	Email _____
Parent First Name (2) _____	Last Name _____
Phones: Home _____ Cell _____	Email _____

### REQUESTED SCHOOLS

**You may request up to three (3) schools. Please indicate '1' for 1<sup>st</sup> choice, '2' for 2<sup>nd</sup> choice, '3' for 3<sup>rd</sup> choice.**

**I request my student remain at the school he/she currently attends:** \_\_\_\_\_

<input type="checkbox"/> Centennial Elementary	<input type="checkbox"/> Ridgeview Elementary	<input type="checkbox"/> Agnes Stewart Middle
<input type="checkbox"/> Douglas Gardens Elementary	<input type="checkbox"/> Riverbend Elementary	<input type="checkbox"/> Briggs Middle
<input type="checkbox"/> Guy Lee Elementary	<input type="checkbox"/> Thurston Elementary	<input type="checkbox"/> Hamlin Middle
<input type="checkbox"/> Maple Elementary	<input type="checkbox"/> Two Rivers-Dos Ríos Elem.	<input type="checkbox"/> Thurston Middle
<input type="checkbox"/> Mt Vernon Elementary	<input type="checkbox"/> Waltherville Elementary	<input type="checkbox"/> Academy of Arts & Academics
<input type="checkbox"/> Page Elementary	<input type="checkbox"/> Yolanda Elementary	<input type="checkbox"/> Gateways High School
		<input type="checkbox"/> Springfield High School
		<input type="checkbox"/> Thurston High School

*Note: Those wishing to attend the Dual Immersion program must complete a DI Transfer form in lieu of this form.*

### ADDITIONAL INFORMATION

**Reason for request?** \_\_\_\_\_

Yes  No Has this student been expelled? If so, when does expulsion end? \_\_\_\_\_

### PARENT/GUARDIAN SIGNATURE (signature indicates you have read attached guidelines)

**I am the parent/legal guardian of this student\*\*. I attest the above information is true and accurate. I understand providing false information may subject me to tuition charges. I understand that transfers may be revoked if the student fails to meet minimum attendance and/or behavior standards or if the information provided on this form is falsified. The parent/legal guardian must provide transportation for approved transfer students to and from the requested school, regardless of documented disability.**

Signature: \_\_\_\_\_ Date \_\_\_\_\_

#### For Instruction Department Use Only

Student # \_\_\_\_\_ Decision \_\_\_\_\_ Date Rec'd \_\_\_\_\_ Lottery # \_\_\_\_\_ DB  LTR

Rev: 12/3/19

\*\*Legal guardians are required to provide court documents appointing them as guardian.



**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. School buildings cannot accept, nor forward requests.**

Transfers for students whose family reside within Springfield Public Schools boundaries are processed according to the following High Priority and Phase 2 Within-District Transfer guidelines.

## **Jan. 2–Jan. 31: High Priority Period**

Within-district applications received during the month of January are considered high priority and are placed on a waiting list by lottery draw: Returning seniors, returning students to last school attended, siblings of current students, new applicants; and approved as space allows.

## **Beginning April 1: Phase 2**

Applications for transfer during the Phase 2 will be approved if space is available or if projected ratios have not been met at the requested school and grade level.

**Waiting Lists** are reviewed monthly up to the second week of school and prior to the end of each grading period.

**Do I Need to Reapply Each Year?** Students must reapply if they move from the address of the initial approved transfer or when changing from elementary to middle or from middle to high school.

**Notification:** Families will be notified in writing of request approval or change of status. Notifications are made after May 1 and every attempt is made to notify families before the start of the school year.

### **What If My Student Moves During the School Year?**

- **Before school starts:** Students may enroll at the school within their home's new attendance boundary or they may request a Within-District transfer to continue at their previous school for the coming school year.
- **After school starts:** Any student who moves to another school attendance area **within** Springfield Public Schools may request a **Within-District** transfer to continue at their current school for the remainder of the current school year.

Students whose family moves **outside** of our district's attendance area must complete a **Transfer Request for Out of District Students** form to request to continue at their current school until the end of the school year.

### **Special Notes:**

- All Within-District Transfer windows are open to any Springfield District resident student.
- **Transfer forms must be submitted to the Springfield District Office at 640 A Street, Springfield OR 97477.**
- A transfer **will not** be considered 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.**
- **Transfer students must reapply *when*:** Students must reapply when changing from elementary to middle or from middle to high school or if they moved from the address of the initially approved transfer.
- Student transfers will be reviewed monthly between February and July. No requests will be processed in July. Processing will resume in August. Families will be notified in writing should their student's transfer status change.
- The parent/guardian must provide transportation for approved transfer students to and from school, regardless of documented disability.
- Transfers may be denied or revoked at any time for poor student behavior, tardiness, absenteeism (below 90%) or for any other violation of the terms of the transfer. Student's whose transfers are revoked are not eligible to reapply for one year.
- **Students may not use addresses of family, friends, businesses or daycare to gain access into a school. All** students are required to provide proof of resident address when enrolling. Suggested proof of address would be: escrow/real estate papers or valid rental agreement; current utility bill, cable, gas or garbage bill; and driver's license or State ID card.

***As per state law, students who reside temporarily within the attendance boundary for the primary purpose of attending a school are not considered legal residents of the district and therefore shall pay tuition.***

***Parents, legal guardians or persons in a parental role who knowingly submit a false declaration may be held responsible for paying tuition for dates of attendance in which the student was not a legal resident of the district.***

*Springfield Public Schools does not discriminate on transfers because of race, religion, ethnicity, gender, national origin or marital status, handicap or age.*