



Instruction Department  
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**2023-2024 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: accepted January 4<sup>th</sup> to 31<sup>st</sup> only for the coming year.**
- Phase 2: accepted beginning March 1<sup>st</sup> – June 25<sup>th</sup> for the coming year.**
- Phase 3: accepted beginning August 1<sup>st</sup> for the 2023/2024 school year.**

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

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 **One Student Per Form**

Returning 12<sup>th</sup> grader  Sibling of a 2023-24 student at requested school: \_\_\_\_\_  
 Returning student to school last attended  New applicant (sibling name) \_\_\_\_\_

Student's First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name \_\_\_\_\_

DOB \_\_\_\_\_ Grade Entering Sept 2023\* \_\_\_\_\_ School Now Attending \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Daycare Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**PARENT/LEGAL 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"/> Academy of Arts & Academics |
| <input type="checkbox"/> Douglas Gardens Elem  | <input type="checkbox"/> Riverbend Elementary      | <input type="checkbox"/> Briggs Middle          | <input type="checkbox"/> Gateways High School        |
| <input type="checkbox"/> Guy Lee Elementary    | <input type="checkbox"/> Thurston Elementary       | <input type="checkbox"/> Hamlin Middle          | <input type="checkbox"/> Springfield High School     |
| <input type="checkbox"/> Maple Elementary      | <input type="checkbox"/> Two Rivers-Dos Rios Elem. | <input type="checkbox"/> Thurston Middle        | <input type="checkbox"/> Thurston High School        |
| <input type="checkbox"/> Mt Vernon Elementary  | <input type="checkbox"/> WALTERVILLE Elementary    | <input type="checkbox"/> SPS Online             |  |
| <input type="checkbox"/> Page Elementary       | <input type="checkbox"/> Yolanda Elementary        | <input type="checkbox"/> Brattain Campus Online |  |

**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/LEGAL 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. I understand if we move from the above address, we must reapply within 10 days (if necessary)

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

**For Instruction Department Use Only**

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

Rev: 4/13/22

\*SPS does not accept transfer requests from 12<sup>th</sup> graders not currently attending the requested school

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



# WITHIN-DISTRICT SCHOOL TRANSFER REQUEST GUIDELINES

**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, Phase 2, and Phase 3 Within-District Transfer guidelines.

<p><b>Jan 4-31: High Priority</b></p> <p>Within-district applications received between January 4 through 31 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 are approved as space allows.</p>	<p><b>March 1-June 25: Phase 2</b></p> <p>Applications for transfer during Phase 2 are placed on the wait list <i>daily</i> by lottery draw, and are approved if space is available or if projected ratios have not been met at the requested school and grade level.</p>	<p><b>August 1: Phase 3</b></p> <p>Applications for transfer during Phase 3 are placed on the wait list <i>daily</i> by lottery draw, are processed <b>after</b> Fall registration and after HP and Phase 2 requests are approved if space is available or if projected ratios have not been met at the requested school and grade level.</p>
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**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 within 10 days if they move from the address of the initial approved transfer, if the transfer was granted for the school year only, or when changing from elementary to middle or 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 Our Family Moves?**

- **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 an **Inter-District Transfer Request for Non-Resident 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 School 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:** Changing from elementary to middle or from middle to high school; within 10 days if they moved from the address of the initially approved transfer, or have a current year only transfer approval.
- Student transfers will be reviewed *monthly* between February and June 25. \*No requests will be processed in July. Processing will resume in August until the second week of school. **Requests submitted after the first week of September will not be processed until the grading period.** Families will be notified in writing should their student's transfer status change. Students without an approval letter enroll in their attendance area school.
- 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%), providing false information, 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 annually 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.*