



Instruction Department
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REQUEST FOR TRANSFER WITHIN SPRINGFIELD PUBLIC SCHOOLS

Springfield Public Schools 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 (3rd-31st). Will be approved if space is available or projected ratios have not been met at the requested school and grade.

Open Enrollment: accepted first school day in March through April 1st for the coming year. Will be approved if space is available or projected ratios have not been met at requested school and grade.

Exchange Request: accepted *after* May 1st. Will be approved if space is available or a 1:1 exchange is secured.

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

STUDENT INFORMATION

<input type="checkbox"/> Returning 12 th grader	<input type="checkbox"/> Sibling of a 2018-19 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 Fall 2018 _____ 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 1st choice, '2' for 2nd choice, '3' for 3rd 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 Rios Elem.	<input type="checkbox"/> Thurston Middle
<input type="checkbox"/> Mt Vernon Elementary	<input type="checkbox"/> Waltherville Elementary	<input type="checkbox"/> Springfield High School
<input type="checkbox"/> Page Elementary	<input type="checkbox"/> Yolanda Elementary	<input type="checkbox"/> Thurston High School

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



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.

Transfers within Springfield Public Schools boundaries are processed according to the following Open Enrollment or Within-District Transfer guidelines.

Jan. 3–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.

March 1 – April 1: Open Enrollment

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

After Deadlines: Space Availability/Exchange

New student applications for space-available slots will be accepted after May 1 will be processed *after* Fall registration using one-for-one exchange guidelines—a student wishing to transfer from one school to another can only be approved if a student also wishes to do the reverse.

Waiting Lists are reviewed 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 are expected to enroll at the school within their home's new attendance boundary. They may request a Within-District transfer to continue at their previous school.
- **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.

Any student whose family moves **outside** of our district's attendance area must complete a **Transfer Request for Out of District Students** form to continue within the Springfield school district.

Special Notes:

- **Transfer forms must be submitted to the Springfield District Office at 640 A Street, Springfield OR 97477.**
- 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.**
- **Space Availability/Exchange transfer students must reapply each year.** 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. New student Space Availability/Exchange transfers submitted after May 1 but before school starts will not be processed until after fall registration is complete. Enrollment is reviewed up to two weeks after school starts for possible transfer approval.
- 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 or for any other violation of the terms of the transfer.
- **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.