



## PROCEDURE – IN-DISTRICT TRANSFER REQUEST – MIDDLE SCHOOL (INS-P012)

### 1.0 SCOPE:

- 1.1 This procedure outlines the criteria and process to be followed for a parent(s), legal guardian(s), or eligible student (age 18 or emancipated) to request permission for the middle student to attend a District school other than the one within his/her regular attendance boundary.

### 2.0 DEFINITIONS:

- 2.1 In-District Transfer: The process of permitting attendance of a student at a District school other than his/her resident District school.
- 2.2 Resident school: The district school in a student's regular attendance boundary, which is determined by where the student's parent/legal guardian's residence is located.
- 2.3 Receiving school: The district school outside the student's regular attendance boundary, which the student is requesting to attend.
- 2.4 Requestor: The parent(s), legal guardian(s), or eligible student (age 18 or emancipated) requesting the in-district transfer.

### 3.0 PROCEDURE:

#### 3.1 Criteria:

- 3.1.1 The requestor completes an in-district transfer form (INS-F004), available at their resident school, citing the reason for the request and submits the completed form to the principal or his/her designee of their resident school.
- 3.1.2 At least one of the following criteria, which are listed in priority order, must be met, in order for a student to qualify for an in-district transfer:
  - 3.1.2.1 Medical and physical conditions exist which cause one facility to be more appropriate to the needs of the student than another facility.
    - 3.1.2.2.1 If requested by the District, the parent(s) or other person in parental relationship will provide a signed request for permission to release student records information to a third party.
  - 3.1.2.2 Completion of the current school year, if a change in residence has occurred.
  - 3.1.2.3 For middle school students, the requested school is within safe walking distance of the student's home (1.5 miles).
  - 3.1.2.4 Principals of both the receiving and the sending schools and parent(s) agree that an in-district transfer will be in the best interest of the student. This decision may be predicated upon advice from medical, educational, or other professional staff.

#### 3.2 Approval Process:

- 3.2.1 The principal or his/her designee of the resident school will determine if the request for transfer meets the criteria outlined in section 3.1 of this procedure.
  - 3.2.1.1 If the request does not align with the criteria, the request will be denied.
- 3.2.2 If the request meets the criteria, the principal or his/her designee at the receiving school will determine if the current student/teacher ratio and projected enrollment will accommodate adding additional students to the school.
- 3.2.3 The principals of the receiving school and the resident school will make the decision on whether or not to allow the transfer.
- 3.2.4 The resident school shall communicate the decision to the requestor.
- 3.2.5 Approved requests will coincide with semester breaks.
  - 3.2.5.1 On occasions when the sending and receiving principals agree that an immediate transfer is in the best interest of the student, the transfer can occur immediately.

#### 3.3 Timeline for requesting an in-district transfer:

##### 3.3.1 Current School Year:

- 3.3.1.1 Completed in-district transfer can be submitted to the principal or his/her designee of their resident school on or after November 1 through November 30.
- 3.3.1.2 The principals of the resident school and the receiving school will review the in-district transfer request, based on the order of receipt and will determine if the request can be approved, using the process outlined in section 3.2 of this procedure, until the receiving school determines that it no longer can accept further transfer requests.
- 3.3.1.3 The requestor will be notified by the principal or designee from their resident school no later than December 14 if their request is approved or denied.
- 3.3.1.4 The request will be reviewed as outlined in section 3.3.1.2 above and the requestor will be notified within two weeks of submitting the request by the principal or designee from their resident school of the decision to allow the transfer.

##### 3.3.2 Following School Year:

- 3.3.2.1 Completed in-district transfer can be submitted to the principal or his/her designee of their resident school on or after March 1 through March 31 of the preceding school year.
- 3.3.2.2 The principal or designee of the resident school and the receiving school will review the in-district transfer request, based on the order of receipt and will determine if the request can be approved, using the process outlined in section 3.2 of this procedure, until the receiving school determines that it no longer can accept further transfer requests.
- 3.3.2.3 The requestor will be notified no later than April 14 by the principal or designee from their resident school if their request is approved or denied.

#### 3.4 Expiration of an in-district transfer:

- 3.4.1 An in-district transfer, unless revoked, will expire at the end of a student's 5th grade, 8th grade, and senior year.
- 3.4.2 The requestor must submit a new request for an in-district transfer as per the steps outlined in section 3.1 of this procedure when a student moves from middle school to high school.
  - 3.4.2.1 The District will not guarantee that a student using an in-district transfer will continue within the feeder system of the receiving school.

#### 3.5 Appeals:

- 3.5.1 If the principals' recommendation is to deny the request, the requestor can appeal the decision to the Superintendent or his/her designee.
- 3.5.2 The decision of the Superintendent or his/her designee will be final.

#### 3.6 Transportation:

- 3.6.1 The District will not provide transportation for students on in-district transfers.

#### 3.7 Attendance Area Adjustments:

- 3.7.1 In the event that adjustments are made to an attendance area, temporary exemptions to the in-district transfer procedures may be implemented by the Superintendent or his/her designee.

# SOLICITUD DE TRASLADO PARA ESCUELAS INTERMEDIAS DENTRO DEL DISTRITO

LA SOLICITUD DEBE INICIARSE EN LA OFICINA DE ADMINISTRACIÓN DE LA ESCUELA A LA QUE PERTENECE

\*\*\* Por favor escribe claramente y firmemente (un formulario de tres páginas) \*\*\*

NOMBRE DEL ESTUDIANTE	Nº de ID del ESTUDIANTE	TELÉFONO	FECHA
ESCUELA DE RESIDENCIA		ESCUELA SOLICITADA	

**POR FAVOR ESCRIBA EN LETRA DE MOLDE (SE UTILIZARÁ COMO DIRECCIÓN DE DESTINATARIO PARA EL CORREO)**

NOMBRE DEL PADRE DE FAMILIA/ TUTOR LEGAL _____	FECHA DE NACIMIENTO _____
DIRECCIÓN DEL DOMICILIO _____ <small>(no se aceptan direcciones de caja postal)</small>	AÑO ESCOLAR SOLICITADO _____
CIUDAD, ESTADO, CÓDIGO POSTAL _____	GRADO PARA EL AÑO SOLICITADO <input type="checkbox"/> 6° <input type="checkbox"/> 7° <input type="checkbox"/> 8°

La razón por la que solicito este traslado es: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Yo he leído los reglamentos y procedimientos al dorso de este formulario. *Por favor escriba sus iniciales para corroborar que comprende las secciones: 3.4.1; 3.4.2; y 3.4.2.1 pertinentes a la expiración de un traslado dentro del distrito.* \_\_\_\_\_ Iniciales del padre de familia o tutor legal.

\_\_\_\_\_  
FIRMA DEL PADRE DE FAMILIA O TUTOR LEGAL

**FOR DISTRICT USE ONLY - PARA USO EXCLUSIVO DEL DISTRITO**

<p><b>Resident Administrator Recommendation:</b></p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO _____ RESIDENT ADMINISTRATOR DATE</p>	<p><b>Comments:</b> _____                  _____                  _____</p>
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<p><b>Receiving Administrator Recommendation:</b></p> <p>Mark criteria (see INS-P012):  <input type="checkbox"/> 3.1.2.1 <input type="checkbox"/> 3.1.2.2 <input type="checkbox"/> 3.1.2.3 <input type="checkbox"/> 3.1.2.4</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO _____ RECEIVING ADMINISTRATOR DATE</p>	<p><b>Comments – Must abide by the following Transfer may be revoked:</b></p> <ul style="list-style-type: none"> <li>• Comply with disciplinary policy.</li> <li>• Comply with attendance policy and maintain 90% attendance.</li> <li>• Pass all classes, no "Fs" &amp; "C" average G.P.A.</li> <li>• Exhibit positive behavior, work habits, &amp; citizenship.</li> <li>• Arrive and pick up on time.</li> </ul> <p><b>Comentarios – Debe cumplir con lo siguiente o el traslado puede ser revocado:</b></p> <ul style="list-style-type: none"> <li>• Cumplir con la política disciplinaria.</li> <li>• Cumplir con la política de asistencia y mantener un 90% de asistencia.</li> <li>• Aprobar todas las clases. No "F". Deberán tener un mínimo de "C" en su promedio o un mejor G.P.A.</li> <li>• Mostrar un comportamiento y hábitos positivos, además de integridad.</li> <li>• Llegar y ser recogido a tiempo</li> </ul>
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<p><b>Appeal Action:</b></p> <p><input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED _____ LEVEL DIRECTOR DATE</p>	<p><b>Comments:</b> _____                  _____</p>
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## PROCEDIMIENTO – SOLICITUD PARA TRASLADO DENTRO DEL DISTRITO – ESCUELA INTERMEDIA (INS-P012)

### 1.0 GESTIÓN:

- 1.1 Este procedimiento describe los criterios y procesos a seguir por un padre(s), tutor legal(es) o estudiante elegible (18 años o emancipado) para solicitar permiso para un estudiante de escuela intermedia para que asista a una escuela del Distrito otra que no esté dentro de los límites de su área de asistencia.

### 2.0 DEFINICIONES:

- 2.1 Traslado dentro del Distrito: El proceso de permitir la asistencia a un estudiante en otra escuela del Distrito diferente a la escuela del Distrito correspondiente según el lugar de residencia.
- 2.2 Escuela Residente: La escuela del Distrito escolar a la que pertenece considerando el área de asistencia regular del estudiante.
- 2.3 Escuela Receptora: La escuela del Distrito escolar fuera de las fronteras de asistencia regular, a la cual desea asistir el estudiante.
- 2.4 Solicitante: El padre(s), tutor legal(es) o estudiante elegible (18 años o emancipado) que solicita el traslado dentro del distrito.

### 3.0 PROCEDIMIENTO:

- 3.1 Criterios:
  - 3.1.1 El solicitante completa un formulario (INS-F044) de traslado dentro del distrito, disponible en su escuela de residencia, explicando la razón para la solicitud y entregando el formulario completo al director(a) o a su designado(a) de su escuela de residencia.
  - 3.1.2 Para que un estudiante califique para un traslado dentro del distrito, debe cumplir al menos uno de los siguientes criterios que han sido enumerados en orden de prioridad:
    - 3.1.2.1 Condiciones físicas y médicas existentes que hacen que un edificio sea más apropiado que el otro para las necesidades del estudiante.
      - 3.1.2.2.1 Si es solicitado por el Distrito, el padre(s) u otra persona con relación paternal, también proveerá una solicitud firmada autorizando la liberación de los expedientes del estudiante a una tercera persona o entidad.
    - 3.1.2.2 Finalización del año escolar, si ha ocurrido un cambio de residencia.
    - 3.1.2.3 Para los estudiantes de escuela intermedia, la escuela solicitada está dentro de una distancia segura para caminar desde de la casa del estudiante (1.5 millas).
    - 3.1.2.4 Los directores tanto de la escuela receptora como la escuela residente, y los padres, están de acuerdo que un traslado dentro del distrito es beneficioso para el estudiante. Esta decisión puede basarse en el consejo de un médico, educadores u otra fuente profesional.
- 3.2 Proceso de Aprobación:
  - 3.2.1 El director(a) o su designado(a) de la escuela residente determinará si la solicitud de traslado cumple con los criterios señalados en la sección 3.1 de este procedimiento.
    - 3.2.1.1 Si la solicitud no se adhiere con los criterios, la solicitud será denegada.
  - 3.2.2 Si la solicitud cumple con los criterios, el director(a) o su designado(a) en la escuela receptora determinará si la proporción actual de estudiante y maestro, y la matrícula proyectada podría acomodar la adición de estudiantes a la escuela.
  - 3.2.3 Los directores de la escuela receptora y residente tomarán una decisión ya sea para permitir o no permitir el traslado.
  - 3.2.4 La escuela residente debe comunicar la decisión al solicitante.
  - 3.2.5 Las solicitudes aprobadas coincidirán con los cambios semestrales.
    - 3.2.5.1 En ocasiones cuando los directores de las escuelas que envían o reciben están de acuerdo que un traslado inmediato es beneficioso para el estudiante, el traslado puede ocurrir inmediatamente.
- 3.3 Fecha de plazo para solicitar un traslado dentro del distrito:
  - 3.3.1 Año Escolar en Curso:
    - 3.3.1.1 Un formulario completo solicitando el traslado dentro del distrito puede entregarse al director(a) o su designado(a) de la escuela de residencia el o después del 1 de noviembre hasta el 30 de noviembre.
    - 3.3.1.2 Los directores tanto de la escuela residente como receptora revisarán la solicitud de traslado dentro del distrito basándose en el orden de llegada y determinarán si la solicitud puede ser aprobada, usando el proceso señalado en la sección 3.2 de este procedimiento, hasta que la escuela receptora determine que ya no puede aceptar más solicitudes de traslado.
    - 3.3.1.3 El solicitante será notificado si la solicitud fue aprobada o denegada por el director(a) o su designado(a) de su escuela de residencia no más tarde del 14 de diciembre.
    - 3.3.1.4 La solicitud será revisada como lo señala arriba la sección 3.3.1.2 y el solicitante será notificado de la decisión de permitir el traslado en dos semanas de haber entregado la solicitud por el director(a) o designado(a) de su escuela de residencia.
  - 3.3.2 Año Escolar Siguiente:
    - 3.3.2.1 Un formulario completo solicitando el traslado dentro del distrito puede entregarse al director(a) o su designado(a) de la escuela de residencia el o después del 1 de marzo hasta el 31 de marzo del año escolar previo.
    - 3.3.2.2 El director o su designado(a) de la escuela residente como receptora revisarán la solicitud de traslado dentro del distrito basándose en el orden de llegada y determinarán si la solicitud puede ser aprobada, usando el proceso señalado en la sección 3.2 de este procedimiento, hasta que la escuela receptora determine que ya no puede aceptar más solicitudes de traslado.
    - 3.3.2.3 El solicitante será notificado si la solicitud fue aprobada o denegada por el director(a) o su designado(a) de su escuela de residencia no más tarde del 14 de abril.
- 3.4 Expiración del traslado dentro del distrito:
  - 3.4.1 Un traslado dentro del distrito, al menos que sea revocado, expirará al final del 5º grado, 8º grado ó 12º grado del estudiante.
  - 3.4.2 El solicitante deberá entregar una nueva solicitud de traslado dentro del distrito siguiendo los pasos señalados en la sección 3.1 de este procedimiento cuando un estudiante pase de escuela intermedia a escuela superior.
    - 3.4.2.1 El Distrito no garantiza que un estudiante que utilice un traslado dentro del distrito siga dentro del sistema de escuelas del área de residencia de la escuela receptora.
- 3.5 Apelaciones:
  - 3.5.1 Si la recomendación del director(a) es negar la solicitud, el solicitante puede apelar la decisión con la Superintendente o su designado(a) .
  - 3.5.2 La decisión de la Superintendente o de su designado(a) será final.
- 3.6 Transportación:
  - 3.6.1 El Distrito no provee transporte para los estudiantes en un traslado dentro del distrito.
- 3.7 Ajustes del Área de Asistencia:
  - 3.7.1 En caso de que se realicen ajustes al área de asistencia, excepciones temporales a los procedimientos de traslados dentro del distrito pueden ser implementadas por la Superintendente o su designado(a).

# PROCEDURE – IN-DISTRICT TRANSFER REQUEST – ELEMENTARY (INS-P011)

## 1.0 SCOPE:

- 1.1 This procedure outlines the criteria and process to be followed for a parent(s) or legal guardian(s) to request permission for their elementary age student to attend a District school other than the one within his/her regular attendance boundary.

## 2.0 DEFINITIONS:

- 2.1 In-District Transfer: The process of permitting attendance of a student at a District school other than his/her resident District school.
- 2.2 Resident school: The district school in a student's regular attendance boundary, which is determined by where the student's parent/legal guardian's residence is located.
- 2.3 Receiving school: The district school outside the student's regular attendance boundary, which the student is requesting to attend.
- 2.4 Requestor: The parent(s), legal guardian(s) or eligible student (age 18 or emancipated) requesting the in-district transfer.

## 3.0 PROCEDURE:

### 3.1 Criteria:

- 3.1.1 The requestor completes an in-district transfer form (INS-F018), available at their resident school, citing the reason for the request and submits the completed form to the principal or his/her designee of their resident school.
- 3.1.2 At least one of the following criteria, which are listed in priority order, must be met, in order for a student to qualify for an in-district transfer:
  - 3.1.2.1 Educational programs that are unique and special, and do not exist at the student's resident school.
  - 3.1.2.2 Medical and physical conditions exists which cause one facility to be more appropriate to the needs of the student than another facility.
    - 3.1.2.2.1 If requested by the District, the parent(s) or other person in parental relationship will provide a signed request for permission to release student records information to a third party.
  - 3.1.2.3 Completion of the current school year, if a change in residence has occurred.
    - 3.1.2.3.1 After the current school year is completed, the student must submit a new in-district transfer request if they wish to continue at the current school.
  - 3.1.2.4 The requested school is within safe walking distance (1 mile) of the student's home.
  - 3.1.2.5 Principals of both the receiving and the sending schools and parent(s) agree that an in-district transfer will be in the best interest of the student. This decision may be predicated upon advice from medical, educational or other professional staff.
  - 3.1.2.6 Child care arrangements currently exist within the receiving school's attendance area.

### 3.2 Approval Process:

- 3.2.1 The principal or his/her designee of the resident school will determine if the request for transfer meets the criteria outlined in section 3.1 of this procedure.
  - 3.2.1.1 If the request does not align with the criteria, the request will be denied.
- 3.2.2 If the request meets the criteria, the principal or his/her designee at the receiving school will determine if the current student/teacher ratio and projected enrollment will accommodate additional students to attend the school.
- 3.2.3 The principals of the receiving school and the resident school will make the decision on whether or not to approve the transfer.
- 3.2.4 The District shall communicate the decision to the requestor.
- 3.2.5 Approved requests will coincide with the start of the school year or the return of students after the winter break.
  - 3.2.5.1 On occasions when the sending and receiving principals agree that an immediate transfer is in the best interest of the student, the transfer may occur immediately.

### 3.3 Timeline for requesting an in-district transfer:

#### 3.3.1 Current School Year:

- 3.3.1.1 Completed in-district transfer requests must be submitted to the principal or his/her designee of the student's resident school during the designated window, November 1 through November 30.
- 3.3.1.2 The principals of the resident school and the receiving school will review the in-district transfer request, based on the order of receipt, and will determine if the request can be approved using the process outlined in section 3.2 of this procedure, until the receiving school determines that it no longer can accept further transfer requests.
- 3.3.1.3 The requestor will be notified by the principal or designee from the District no later than December 14 if their request is approved or denied.
- 3.3.1.4 Students moving into the Salem-Keizer School District from another school district, and who wish to attend a school other than the one within his/her regular attendance boundary, shall submit an in-district transfer on or before the date of enrollment.

#### 3.3.2 Following School Year:

- 3.3.2.1 Completed in-district transfer requests must be submitted to the principal or his/her designee of the student's resident school during the designated window, March 1 through March 31, of the preceding school year.
- 3.3.2.2 The principals of the resident school and the receiving school will review the in-district transfer request, based on the order of receipt, and will determine if the request can be approved using the process outlined in section 3.2 of this procedure, until the receiving school determines that it no longer can accept further transfer requests.
- 3.3.2.3 The requestor will be notified by the principal or designee from the District no later than May 1 if their request is approved or denied.

### 3.4 Expiration of an in-district transfer:

- 3.4.1 An in-district transfer, unless revoked, will expire at the end of a student's 5th grade, 8th grade and senior year.
- 3.4.2 The requestor must submit a new request for an in-district transfer as per the steps outlined in section 3.1 of this procedure when a student moves from elementary school to middle school or middle school to high school.
  - 3.4.2.1 The District will not guarantee that a student using an in-district transfer will continue within the feeder system of the receiving school.

### 3.5 Appeals:

- 3.5.1 If the principals' recommendation is to deny the request, the requestor can appeal the decision to the Superintendent or his/her designee.
- 3.5.2 The decision of the Superintendent or his/her designee will be final.

### 3.6 Transportation:

- 3.6.1 The District will not provide transportation for students on in-district transfers.

### 3.7 Attendance Area Adjustments:

- 3.7.1 In the event that adjustments are made to an attendance area, temporary exemptions to the in-district transfer procedures may be implemented by the Superintendent or his/her designee.