

Oxbow Unified Union School District

CODE C99 In-District Transfer Program

Date Warned: 11-20-19

Date Adopted: 03-11-20

Date Revised:

Date Reviewed:

Policy

The Oxbow Unified Union School District places students in the District's schools based on a student's town of residence.

To accommodate occasions when a student might benefit from placement in a school outside a student's town of residence, it is the policy of the Oxbow Unified Union School District to offer students the option to enroll in a school of their choice within the District. Processes for intra-district choice of school will be guided by the needs of students, space availability, and existing resources.

The implementation of an in-district transfer program shall permit students to attend an in-district elementary school other than their home school based on residency with the following limitations:

1. Students must be eligible for enrollment in their home school attendance area in order to be eligible for enrollment in this school transfer program.
2. Transfer students must be accepted on a nondiscriminatory basis.
3. Transfer requests may be denied if the requested transfer would have negative impacts on class size or staffing at the sending or receiving school or due to other extenuating circumstances. The determination of approval or denial will be made by the Superintendent's Office.
4. Each transfer student shall be assured the opportunity for enrollment in that school until matriculation to 7th grade for as long as the student continues to reside in the district.
5. Students participating in the in-district transfer program do not need to reapply for subsequent years.
6. Transportation is the responsibility of the student's family and will not be provided to students participating in the in-district transfer program.
7. Requests for consideration must be made in writing – by completing appropriate application documents – by March 15th. The requests will be considered based on impacts

outlined in number three (3) above or in light of any other extenuating circumstances. The superintendent will make decisions regarding an application by May 15th and parents will be notified in writing as soon as the decision has been made.

8. A parent who disputes the determination made by the superintendent in accordance with the above process is entitled to request board review of the decision. The board's determination will be considered final.

9. Students that participate in this program and attend a different elementary school than their home school of residence will be expected to remain at the new location through the remainder of the particular school year, unless there are extenuating circumstances to be considered by the superintendent.

10. These protocols are in no way intended to apply to mid-year requests for transfer of students. The superintendent may consider such requests if student safety or well-being is in question. Otherwise, requests for in-district transfer must be limited to the end of school year application process and start of school year transfer timeline.