

Oregon Trail School District 46

Code: **JECC-AR**
Adopted: 1/8/01
Readopted: 4/12/04, 10/10/05, 4/14/08
Orig. Code(s): JECC-AR

Assignment of Students to Schools¹

The district recognizes that there may be many legitimate reasons why parents want their student to attend a district elementary or middle school that is not in their attendance boundary. The district will do its best to accommodate those needs according to reasonable guidelines.

Process

1. Parent(s) will notify the district in writing using the Request for Change of School Assignment form specifying the reason(s) why they are requesting an alternate assignment.
2. The parent(s) will submit the Request for Change of School assignment form to either the sending² or receiving³ principal allowing time to process the request.
3. The sending and receiving principals will both review the request and arrive at a decision.
4. Once they have arrived at a decision, the request will be submitted to the Director of Teaching and Learning for final approval.
5. The Director of Teaching and Learning will review the request. Parents and both principals will be notified of the final decision.
6. If the request is approved by the Director, then the student can register at the receiving school.
7. According to district policy, any decision may be appealed to the superintendent and the School Board.

Criteria

Consideration for variance will be based on the following criteria:

1. The nature of and the reasons for the request.
2. Class size. Requests that cause a class or classes to be too large will be denied.
3. A student Study Team may consider circumstances such as accommodating special needs, behavior issues or retention.

Expectations

1. The change of school assignment is for one year only. The parent must make application again for the next year.
2. Parents are responsible for transportation unless otherwise required by law.
3. Student attendance meets State minimum expectations (92%). Variances may be revoked if a student fails to maintain attendance expectations.
4. Student displays positive behaviors. Variances may be revoked if a student fails to maintain expectations.

¹Policy JECC-AR is used for out-of-district transfer requests.

²“Sending” school means the school where the student is currently assigned and from which a change is requested.

³“Receiving” school means the school the parent is requesting transfer to and at which the student will attend for the coming year

**OREGON TRAIL SCHOOL DISTRICT 46
P.O. BOX 547 - SANDY, OREGON 97055-0541 (503) 668-5541**

REQUEST FOR CHANGE OF SCHOOL ASSIGNMENT

Name of Parent	Telephone (Home)	Telephone (Work)
----------------	------------------	------------------

Address	City	Zip
---------	------	-----

Mailing address if different than above

Names of Enrolled Students	Grade	Assigned School
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

I/We hereby request that our student(s) be permitted to enroll in _____
Receiving School

for the school year 20____-20____, instead of _____
Sending School

I/We understand that approval of this request, **for this year only**, is contingent upon:

1. The receiving school having adequate classroom space, resources, personnel and appropriate programs to allow the change;
2. A positive review of the student's educational records; and
3. The parent/guardian agreeing to accept full responsibility for the student's transportation.

Please state reasons for this request:

Reviewed by:

Sending Principal	Recommendation	One Year Only
-------------------	----------------	---------------

Receiving Principal	Recommendation	One Year Only
---------------------	----------------	---------------

Reviewed by:

Director of Teaching and Learning	Recommendation	Date
-----------------------------------	----------------	------