

Pleasant Hill School District #1 36386 Highway 58 Pleasant Hill, OR 97455

Phone: 541.746.9646 / Fax: 541.746.2537 Email: transfers@pleasanthill.k12.or.us

# **INTER-DISTRICT TRANSFER REQUEST 2023-24**

| Phase 1 (Ends June 2) Phase 2* (Ends August 25) Phase 3/Mid-Year (Beginning September 5)  |   |   |
|---|---|---|
| STUDENT INFORMATION: (One form per student)   |   |   |
| Legal Last Name: Legal F  | irst Name:  | M.I.:   |
| Address: Street & Mailing   | City/State  | 7in Codo  |
| C   | •   | •   |
| Date of Birth:  | Grade in 2023-2024 School Year: _   |   |
| District & School transferring FROM   |   |   |
| Does the student currently attend PHSD or have an approved transfer for the 22-23 school year? Yes $\Box$ No $\Box$   |   |   |
| Is the student currently expelled or going through the expulsion process? Yes $\square$ No $\square$  |   |   |
| Does the student have a sibling currently attending Pleasant Hill School District Yes $\square$ No $\square$  |   |   |
| If yes, what is the name of the sibling?  | Grade of sibling?   |   |
| PARENT/LEGAL GUARDIAN INFORMATION:  |   |   |
| Parent/Legal Guardian*** Name:  |   |   |
| Email Address:  |   |   |
| Phone (home): Phone (cell):   |   |   |
| By signing below, I understand the transfer may be revoked i irregular attendance or chronic tardiness, or if the information seat at Pleasant Hill School District. I also understand that my approved. Parents/Legal guardians must provide transportation documented disability. | n on this form is falsified. I acknowled<br>y student cannot register for school ur | dge my student is not guaranteed a atil my transfer has been officially |
| Additionally, by signing below, I acknowledge when enrollin proof of address would be: Escrow papers/rental agreement, obill); or driver's license or State ID card.  |   |   |
| Signature of Parent/Legal Guardian:   | Date:   |   |
|   |   |   |
| FOR DISTRICT OFFICE USE ONLY  |   |   |
| RESIDENT DISTRICT:  | RECEIVING DISTRICT:   |   |
| Approved Denied   | Approved  | Denied  |
| Reason for Denial   | Reason for Denial   |   |
| Superintendent/Designee Date  | Superintendent/Designee   | Date  |

Date Rec'd by PH:

<sup>\*</sup>Deadline for athletic registration to be determined – Students must be registered by this date in order to sign up for school sports.

<sup>\*\*</sup> Releasing District approval may be verbal approval/confirmation to district office staff

<sup>\*\*\*</sup>Legal guardians are <u>required</u> to provide court documents appointing them guardian.

# **Inter-District Transfer Guidelines**

#### **Timelines:**

- March 1, 2023 Phase 1 of registration opens.
- June 2, 2023 Deadline for Phase 1 transfer requests.
- June 5, 2023 Lottery drawing for inter-district transfers. Begin notifying families of acceptance status. Remaining applicants put on waitlist and moved to Phase 2.
- August 1, 2023 Phase 2 transfer requests accepted. Registration deadline for student athletes (per OSAA) To Be Determined
- August 25, 2023 Deadline for Phase 2 transfer requests. Available spots filled with waitlist. Lottery drawing if needed. Begin notifying families of acceptance status.
- September 5, 2023 Phase 3/Mid-Year transfer requests accepted.

## **Nonresident Student Definition:**

A nonresident student is any student whose parent(s)/legal guardian(s) reside outside Pleasant Hill School District attendance boundaries. **As per state law, students may not use addresses of family, friends, businesses or daycare to gain access into a school**. Residing temporarily within district boundaries does not establish residency.

### **Determination/Notification:**

Per Oregon law 339.133(5)(a), all nonresident transfers must obtain consent from the resident district before enrolling in a nonresident district. Resident districts are required to provide a written reason for denying a student's release to a nonresident district.

Once a determination has been made, the student's family will receive written notification of the approval or denial.

## **Special Notes:**

- Students approved through any nonresident transfer are required to attend as full-time students.
- A transfer may be revoked should the student's attendance fall below 90% and/or should the student's behavior fail to meet standards.
- The parent/guardian must provide transportation for approved transfer students to and from school, regardless of documented disability.
- Students may not register for school or sign up for/practice with athletic teams or other activity groups in the requested school until the transfer is approved *and* eligibility is determined. Families will be sent written notification of their student's transfer application results after the lottery drawing dates (listed above).
- Families knowingly providing false information to access a school shall be immediately withdrawn and may be charged tuition.