

### Hermiston School District Intra-district Transfer Request Form

In accordance with Board Policy JECBB-AR, this application form applies to students who reside within the Hermiston School District boundary and wish to attend a school other than the one assigned to them based on current attendance zones.

<i>Administrative Use Only</i>
Date Received: _____
By: _____

#### Definitions

Tier I Transfer Student/Request: Currently enrolled transfer student

Tier II Transfer Student/Request: Student with a new transfer request or incoming kindergarten student requesting a transfer

#### Procedures

1. All students transfer requests are conducted annually.
2. Tier I students may reapply to their transfer school no later than May 15 requesting to re-enroll for the following school year using this form. This form is to be filled out and submitted to the school they wish to transfer to. If a Tier I request is made after the May 15 deadline, the transfer request will fall into a Tier II application status.
3. Tier II applications may be made prior to, or after, May 15. Again, this form should be submitted to the school they wish to attend. All Tier II applications must be received prior to the end of the first full week in August to be considered for start-of-school year transfers.
4. An administrative transfer review meeting will be held in August to consider all Tier I and II transfer requests submitted for the upcoming school year.
5. Prioritization: Transfers are awarded based on transfer tier status (Tier I requests receive priority consideration over Tier II requests) and will utilize criteria such as available space, building program capacity, and other extenuating circumstances. Lottery processes may be utilized to determine transfer awards, when more applications are submitted than can be accommodated.
6. Following the August transfer meeting, parents/students will be notified by the principal of the building in which they will be attending, regarding the status of their transfer request, prior to the start of school.
7. It is understood that parents will provide a safe and appropriate method of transportation to the school being requested. It shall not be the responsibility of the District to provide transportation.
8. Students awarded a transfer will be expected to abide by the attending school's code of conduct, attendance, and academic standards. Students who fail to meet expectations may have their transfer revoked, at any time, at the sole discretion of the attending school's principal or designee. The decision to revoke the transfer is final and not subject to School Board review.

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Date of Request                      \*Requested School                      Attendance Area School

\_\_\_\_\_

Student Last Name                      Student First Name                      Student Middle Name

Grade Level Student Would Enter if Transfer is Awarded: \_\_\_\_\_

Please describe your reason for request for transfer:

\_\_\_\_\_

Parent/Guardian Name                      Parent/Guardian Signature

\_\_\_\_\_

Address                      Phone Number

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Attendance Area Principal                      Date                      Transfer School Principal                      Date