

DUNCAN BOARD OF EDUCATION		6023
STUDENT TRANSFER		
ADOPTION DATE: 06/07/2006	REVISION DATE(S): 07/09/2007, 07/30/2008, 10/11/2010, 01/14/2014, 06/24/2014, 06/30/2015, 10/08/2019, 12/14/2021	PAGE 1 OF 5

Open/Emergency Transfers previously granted by the school board will remain in effect unless the board of education takes action to deny a future year's attendance based upon capacity, discipline, or attendance as addressed within this policy.

The school district will not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude or athletic ability. The school district will begin accepting transfer applications for the next school year starting the week after spring break. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will not approve or deny transfers received for the next school year until after the July 1 capacity data is determined for each grade level and site within the school district.

In-district transfers between elementary sites for the upcoming school year will be determined in June by the elementary school administration team. Families will be notified the last week in June. Out of district transfers will be determined at the July board meeting for the upcoming year. Both an application for enrollment and the transfer form must be completed prior to the July board meeting in order to be considered. Families will be notified by the last week in July

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to capacity, disciplinary action or attendance issues. The district will not require parents resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to reenroll at any time in his or her school district of residence. Any brother or sister of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial

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as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:
 - a. violation of a school regulation,
 - b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or
 - c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.
3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness. TRANSFER POLICY(Cont.)

By the first day of January, April, July and October, the board of education shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district's website. The district shall report to the State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

District Capacity, by grade level, by site:

NOTE: ALL school site, program, and/or classroom capacities are subject to change without notice based on factors that may impact Duncan Public Schools' compliance with HB 1017.

The district has a capacity of 160 in Grade Pre-K at Will Rogers Pre-K Center.

The district has a capacity of 60 in Grade K at Emerson Elementary.

The district has a capacity of 60 in Grade K at Horace Mann Elementary.

The district has a capacity of 20 in Grade K at Mark Twain Elementary.

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The district has a capacity of 40 in Grade K at Plato Elementary.
The district has a capacity of 40 in Grade K at Woodrow Wilson Elementary.
The district has a capacity of 60 in Grade 1 at Emerson Elementary.
The district has a capacity of 60 in Grade 1 at Horace Mann Elementary.
The district has a capacity of 20 in Grade 1 at Mark Twain Elementary.
The district has a capacity of 40 in Grade 1 at Plato Elementary.
The district has a capacity of 40 in Grade 1 at Woodrow Wilson Elementary.
The district has a capacity of 60 in Grade 2 at Emerson Elementary.
The district has a capacity of 60 in Grade 2 at Horace Mann Elementary.
The district has a capacity of 20 in Grade 2 at Mark Twain Elementary.
The district has a capacity of 40 in Grade 2 at Plato Elementary.
The district has a capacity of 40 in Grade 2 at Woodrow Wilson Elementary.
The district has a capacity of 60 in Grade 3 at Emerson Elementary.
The district has a capacity of 60 in Grade 3 at Horace Mann Elementary.
The district has a capacity of 20 in Grade 3 at Mark Twain Elementary.
The district has a capacity of 40 in Grade 3 at Plato Elementary.
The district has a capacity of 40 in Grade 3 at Woodrow Wilson Elementary.
The district has a capacity of 60 in Grade 4 at Emerson Elementary.
The district has a capacity of 60 in Grade 4 at Horace Mann Elementary.
The district has a capacity of 20 in Grade 4 at Mark Twain Elementary.
The district has a capacity of 40 in Grade 4 at Plato Elementary.
The district has a capacity of 40 in Grade 4 at Woodrow Wilson Elementary.
The district has a capacity of 60 in Grade 5 at Emerson Elementary.
The district has a capacity of 60 in Grade 5 at Horace Mann Elementary.
The district has a capacity of 20 in Grade 5 at Mark Twain Elementary.
The district has a capacity of 40 in Grade 5 at Plato Elementary.
The district has a capacity of 40 in Grade 5 at Woodrow Wilson Elementary.
The district has a capacity of 250 in Grade 6 at Duncan Middle School.
The district has a capacity of 250 in Grade 7 at Duncan Middle School.
The district has a capacity of 250 in Grade 8 at Duncan Middle School.
The district has a capacity of 250 in Grade 9 at Duncan High School.
The district has a capacity of 250 in Grade 10 at Duncan High School.
The district has a capacity of 250 in Grade 11 at Duncan High School.
The district has a capacity of 250 in Grade 12 at Duncan High School.

Children of District Staff

A student shall be allowed to transfer to a district in which the parent or legal guardian of the student is employed as a teacher as per 70 O.S. § 8-113. Second priority for

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transfers will be given to applications for the enrollment of nonresident students who are the children of all other District regular full-time and regular part-time employees.

Students with Disabilities

If a student with a disability applies for a transfer, the student must supply all documentation of the resident district relating to the student's previous and current IEPs and Section 504 Accommodations Plans so that the District may:

1. Determine whether the district currently has appropriate program, staff, services and placement needed to fulfill the current or anticipated IEP or Section 504 Accommodation Plan of the student; and
2. If a preliminary determination is made that the district has the appropriate programs, staff, services, and placement needed to fulfill the IEP or Section 504 Accommodations Plan of the student if the transfer is approved, conduct the statutorily-required joint IEP or Section 504 conference with the district of residence before a final determination of approval or denial is made.

First Come, First Serve Basis

The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application.

Military Families

Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve on active duty orders shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:

1. At least one parent of the student has a Department of Defense issued identification card; and
2. At least one parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a national disaster requiring the use of orders for more than thirty (30) consecutive days.

If accepted, a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny continued

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transfer of the student due to capacity or for disciplinary reasons or a history of absences.

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the board of education. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. If notice is after the deadline for posting, the board shall consider the appeal at a special meeting of the board of education.

Appeal Process

Appeal process choice 1: During the appeal, the board will review the action of the administration to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall vote to overturn the denial and the transfer will be granted. This will be a paper appeal and will include the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education.

A student who enrolls in a school district in which the student is not a resident shall not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance at the receiving school unless the transfer is from a school district which does not offer the grade the student is entitled to pursue as per 70 O.S. § 8-103.2.