Parent/Guardian Open Transfer Application



	20 – 20
RECEIVING DISTRICT (TRANSFER TO)	SCHOOL YEAR
COUNTY NAME	
DISTRICT NAME	
SENDING/RESIDENT DISTRICT (TRANSFER I	FROM)
COUNTY NAME	
DISTRICT NAME	
STUDENT INFORMATION	
FIRST NAME	
MIDDLE NAME	
LAST NAME	
BIRTH DATE (MM/DD/YYYY)	GRADE LEVEL IN TRANSFER YEAR
10-DIGIT STATE ID STATE TESTING NUMBER (STN)	DBTAINED FROM YOUR CHILD'S SCHOOL AND STARTS WITH 1-0-0.
Check here if first time entering a public schoo	l in Oklahoma
Individualized Education Program (IEP) Yes	No DATE OF IED MEETING

Receiving District: If above answer is "yes," a representative from both districts must be present for an IEP meeting to discuss the student's IEP needs. Applicable records must be submitted from the student's last school to the receiving district and shall be maintained by both districts in accordance with federal and state laws.

Sending District: A request for education records of a student who was enrolled in the district shall be fulfilled within three business days of the request. The records should include the student's disciplinary records and attendance information.

Please Note: An "IEP Service Agreement" does not constitute a transfer under the Education Open Transfer Act and should not be formalized by using this form.

Parent/Guardian Open Transfer Application



PARENT/LEGAL GUARDIAN MUST COMPLETE AND SIGN

FIRST AND LAST NAME	EMAIL
STREET ADDRESS	
CITY	ZIP CODE
HOME PHONE	ALTERNATIVE PHONE
receiving district? Yes *A teacher is any person who is employ	No ed to serve as a district superintendent, principal, supervisor, counselor, er, or a school employee in any other instructional supervisory/
2. Is the parent/legal guardian req military services of the United S	uesting this open transfer a member of the active uniformed rates and on full time active-duty status or active-duty orders? active-duty documentation.) Tare? Yes No (If yes, provide foster care documentation.)
4. Is the student currently home se	:hooled? Yes No
Board of Education, this application is he resident Sending District to the Receivin by their signature (below) that they are the acknowledges that if this transfer is approximated Attendance Laws of Oklahoma rules and Further, as the parent or guardian of the pursuant to the Oklahoma Education Operquest for transfer based on a lack of caronas a result of the student have a histor semester. 70 O.S. § 8-101(A-B). As such, I have the student this transfer application is su	of the State of Oklahoma, and the rules and regulations of the State reby made to permit the child listed on this form to transfer from their g District as indicated on this form. The parent/guardian applicant verifies be custodial parent or legal guardian of the child listed above and hereby eved, the parent/guardian shall be bound by the Compulsory School all regulations of the Receiving District named on this transfer application. In minor student named above, I acknowledge, agree, understand that en Transfer Act 70 O.S. § 8-101.2 the Receiving District may deny the pacity, an incident of student discipline as outlined in 70 O.S. § 24-101.3; and/of absences, which is defined as ten or more unexcused absences in one ereby authorize the Receiving District to access the education records of comitted on behalf of; provided, however, the authorization to access the onably related and necessary to student discipline and attendance data.
SIGNATURE OF THE PARENT/GUAF	DIAN DATE
	bad this transfer request into the transfer system. If there is bove, please retain this information to upload into the transfer system.
Received by DISTRICT EMPLOYEE R	District at ONDESTRICT TIME DATE

ATTACHMENT A Application Form

Completion of this form is required of each applicant for a transfer in order to apply the criteria of this policy. Failure to fully and truthfully complete and timely submit this form to the district will result in a denial of the transfer. Completion of this form will be in addition to completion of any form required by the State Board of Education.

by the	State Bo	ard of Education.			
1.	Full name of student as it appears on the student's birth certificate:				
2.	Date of student's birth:				
3.	Current address of student:				
4.	Full names of parent(s), guardian(s), or custodian(s) of the student				
5.	Educational history of the student:				
	A.	School district in which student currently resides:			
	В.	School in which the student is currently enrolled, if different from above.			
	C.	If the student has not exclusively attended the school district in which the student is currently enrolled, list the name of <u>each</u> school district and addresses, if known, in which student has ever been enrolled:			
		School:			
		Dates of Attendance:			
		Grade Completed Upon Leaving District:			
		School:			
		Dates of Attendance:			
		Grade Completed Upon Leaving District:			
		School:			
		Dates of Attendance:			
		Grade Completed Upon Leaving District:			
6.	Curre	nt or last completed grade of student:			
7.	Grade in which the student desires to enroll:				
8.	Courses in which the student desires to enroll in each semester in the coming school year:				

9.	Has the student a disciplinary record for violating school regulations?			
	Yes If Yes, state school(s) violation(s):	No in which each violation occurred and approximate date(s) of		
10.	Has the student ever been suspended from school or placed in an alternative eprogram or setting for disciplinary reasons?			
	Yes	No		
	suspended or placed	aspension and alternative program or setting, state the school which I the student; the nature of the offense; and approximate date of the ent, if different from the above:		
11.	Has the student been under relevant Oklah	adjudicated as a delinquent for either a violent or nonviolent offense oma law?		
	Yes	No		
		e of the court making the adjudication; the time of such adjudication; the ether the student is still under any court supervision; and, if so, the name sing such supervision:		
12.		Has the student been convicted as an adult for either a violent or nonviolent offense as defined in relevant Oklahoma law?		
	Yes	No		
	conviction; the nature	me of the court in which the conviction was entered; the time of the of the offense; the sentence imposed; whether the student is still under; and, if so, the name of the parole officer or other supervisor:		
13.		nitted on school property, in school transportation, or at a school event, a howing deliberate or reckless disregard for the health or safety of faculty		
	Yes	No		
	If Yes: State the school act; and describe who	ol district attended when the act occurred; the approximate date of the at occurred:		
		3 1 2		
14.		essed on school property, in school transportation, or at a school event, an ow-point beer, as defined by relevant Oklahoma law; or been involved		

with missing or stolen property found to have been taken from a student, school employee, or the school during school activities?

Yes No

If Yes: State, for <u>each</u> separate act, the school district attended when the act occurred; the approximate date of the act; and describe what occurred:

15. Has the student possessed on school property, while in school transportation, or at a school event, a dangerous weapon or a controlled dangerous substance, as defined by relevant Oklahoma law, or a prescription or non-prescription mood-altering substance?

Yes No

If Yes: State, for <u>each</u> separate act, the school district attended when the act occurred; the approximate date of the act; and describe what occurred:

16. Has the student ever been removed from any school for making an electronic communication with the intent to terrify, intimidate, harass, or threaten injury or harm to faculty or other students?

Yes No

If Yes: State, for <u>each</u> separate act, the school district attended when the act occurred; the approximate date of the act; and describe what occurred:

17. If the student has been identified as a child with a disability, this district will need to review all such records to make a reasonable determination of whether the district has the facilities, programs, staff, and space to implement the student's current or anticipated Individualized Education Program (IEP) or Section 504 Accommodation Plan, and, if preliminary approval of a transfer is made, to conduct the statutorily-required joint IEP or Section 504 conference with the resident school district. Is the student currently, or has the student been, a child with a disability who received an IEP or Section 504 Accommodation Plan?

Yes No

If Yes: Brief describe the nature of the disability; the approximate time period in which the student has been, or was, under an IEP or Section 504 Accommodation Plan; and the names of the school districts which implemented the student's plan:

18. Do you agree to complete the Consent For Release Of Confidential Information, allowing this district to review all educational records of the student from all previous schools attended by the student?

Yes No

ATTACHMENT B Transfer Student Consent to Cancellation of Transfer

The undersigned, who is **not** a resident of this district, recognizes:

- 1. That the undersigned non-resident student has a right by law to attend the school district of residence;
- 2. That the non-resident student desiring to enroll in this district has <u>no</u> statutory right to attend this district:
- 3. That the district is not required to accept this transfer application; and,
- 4. That the district does not desire to accept a transfer of a student who will detract from the educational process of resident students or take the place of another transfer applicant who would not detract from that process.

The undersigned hereby agrees that if the district approves a transfer allowing the undersigned student to enroll in this district, the administration of the district has the irrevocable consent of the undersigned to cancel the student's transfer at any time. Reasons for cancellation include, but are not limited to, the following:

- 1. The student fails to comply with student behavior rules set by the district, school, or teacher;
- 2. The parent(s), or student 18 years of age or older, fails to promptly pay financial obligations owed to the district, including payments owed, but not limited to, school lunches and for lost or destroyed district property;
- 3. The student does not have a valid excuse for failure to attend school;
- 4. The superintendent or board determine that due to a financial shortfall occurring at any time or over-enrollment causing crowded classrooms or programs that it is necessary to cancel any transfer for the best interests of the students who reside in the district; or
- 5. The best interest of the district.

EXECUTED this

The undersigned also is informed that this consent to cancellation and waiver of rights to contest cancellation of the transfer is a condition to the granting of the transfer and for continued enrollment after transfer acceptance, and thus the consent may not be withdrawn at any time in the future.

The undersigned also understands that although the administration will notify the parent(s), or student 18 years of age or older, of any cancellation, the undersigned understands and agrees that the determination of the administration that a cancellation is to be effected will be final, that the undersigned will have <u>no</u> right to appeal that determination to the board of education, and that after cancellation, the administration will send the educational records of the student to the student's resident school district or to such other school district as the undersigned directs.

By signing this agreement, I affirm that I have read and understand the above conditions concerning acceptance of the transfer application and my consent to district authority to cancel the transfer, if granted, for the reasons stated above.

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*	
Signature of Parent or Adult Student	Printed Name

day of