

## 2018-2019 SPS STUDENT TRANSFER INFORMATION

### WITHIN-DISTRICT STUDENT REQUESTS

**Completed forms must be turned into the Springfield District Office at 640 'A' Street, Springfield. Forms cannot be turned in at school sites nor may building employees accept forms to submit.**

Within-District Transfer requests are for students legally residing **within** Springfield School District attendance boundaries that wish to attend another school within Springfield.

**HIGH PRIORITY (HP):** High Priority transfer window (for within-district students only) is open **January 3 – 31, 2018**.

**OPEN ENROLLMENT (OE):** Open Enrollment window is open **March 1 - April 1, 2018** for the coming year.

High Priority & Open Enrollment requests are placed on a four-tier waiting list (outlined below).

Requests that do not exceed desired grade level, projected ratio, or school capacity will be approved. Requests that exceed capacity may be approved through the Space Availability/Exchange transfer process.

**SPACE AVAILABILITY/EXCHANGE TRANSFERS:** Within-District SA/Exchange transfer requests are accepted after May 1<sup>st</sup>. New student SA/Exchange requests are processed **after** registration day using one-for-one exchange or space availability guidelines.

Space Availability/Exchange transfer requests are placed on the waiting list daily (outlined below).

Space Availability/Exchange requests will be approved as space allows or secured one-for-one exchanges.

#### **Special Notes:**

Transfer forms are available at any school building, online ([www.springfield.k12.or.us](http://www.springfield.k12.or.us)) or Springfield District Office at 640 'A' Street, Springfield.

**Transfer forms must be submitted to Springfield District Office either by personal delivery, regular mail, email or fax. Forms cannot be turned in at school sites nor may building employees accept forms to submit.**

Transfer requests are placed on waiting lists using a four-tier lottery: (1) Returning seniors are given top priority. (2) Students who are requesting to return to their current school for the next year, (3) siblings of a student that will be attending the requested school; will be given priority over (4) new applicants.

High Priority, Open Enrollment and Space Availability/Exchange transfers, once approved, are valid until the student completes the highest grade at that level or moves from the address the transfer was originally approved.

New student Space Availability/Exchange transfers submitted after May 1 but before school starts will not be processed until after fall registration is complete. Enrollment is reviewed up to two weeks after school starts for possible transfer approval.

**Approval cannot be granted if desired capacity at the requested school or grade is reached.**

Students must reapply when: (1) changing school levels (i.e., from elementary to mid school; or mid to high school), (2) if they've moved from the address of the original transfer approval.

A student's "resident" school is the attendance boundary where the student's family lives. Daycare providers, friends, relatives or places of business are not considered the student's residence. Students may not use a business address, relative or friend's address to gain access to a school. **All families are required annually to provide valid proof of address upon enrollment.**

Should you have questions please contact Amy Stephens: 541-726-3254 or [amy.stephens@springfield.k12.or.us](mailto:amy.stephens@springfield.k12.or.us)

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12/7/17 v1.0

## 2018-2019 OPEN ENROLLMENT & INTER-DISTRICT TRANSFER REQUEST INFORMATION

Open Enrollment & Inter-District transfer requests are for families residing outside Springfield School District boundaries (i.e., Bethel, Creswell, Crow, Eugene, Fern Ridge, Junction City, Lowell, Marcola, McKenzie, Pleasant Hill, South Lane) wishing to attend a school within Springfield District boundaries.

Any student whose family resides outside Springfield School District boundaries that currently does not have an approved **Open Enrollment** transfer must submit a transfer request to apply to attend a Springfield school for the 2018-2019 school year. Additionally, Inter-District students currently attending a Springfield school with an approved Inter-District Exchange (approved after 4/1/2017) transfer must re-apply should they wish to return to a Springfield school for the coming year.

**Into-District transfer students may not enroll, participate or practice with sports teams or clubs until a valid transfer approval is secured and eligibility confirmed.**

**OPEN ENROLLMENT (OE):** Open enrollment window is **March 1<sup>st</sup> through April 1<sup>st</sup>** for the coming year.

Open Enrollment applications will be placed on a four-tier waiting list: (1) Returning seniors are given top priority. (2) Students who attended a Springfield school during the previous school year and are requesting to return to their current Springfield school for the

Open Enrollment requests that do not exceed the number of designated transfers accepted, desired grade level or projected ratio, or school capacity will be approved. Approved OE requests are valid until the student completes the highest grade at that level or moves from the address the transfer was originally approved. Applications that exceed the number of designated transfers to be accepted will be placed on the Inter-District list and may be approved through Inter-District Exchange process. **Approval cannot be granted if the requested school or grade capacity is reached or if there is a waiting list of within-district students for the requested school. Into-District Open Enrollment requests cannot be approved over a within-district request or to participate in athletics.**

### **INTER-DISTRICT Transfers:**

Inter-District transfer requests for *returning* students are accepted *after* May 1<sup>st</sup>.

*New student* applications are accepted *after* July 1<sup>st</sup> for the coming year. All Inter-District requests must be processed using Inter-District guidelines.

Inter-District transfers are assigned to the waiting list daily by lottery draw. Returning students will be given priority over new applicants.

Inter-District requests will be approved that: (1) do not exceed the declared number of transfers the District determines it will accept, (2) does not exceed the grade, level, projected ratio, or building capacity, and (3) there is no within-district wait list to the requested school/grade. Approved Inter-District transfers are valid for the current year only.

Transfer forms are available at any school building, online ([www.springfield.k12.or.us](http://www.springfield.k12.or.us)) or from the Springfield District Office at 640 'A' Street, Springfield. **Transfer forms must be submitted to Springfield School District Office either by personal delivery, regular mail, email or fax. Forms cannot be turned in at school sites nor may building employees accept forms to submit.**

Once the *Open Enrollment* transfer has been approved, your student will be able to remain at the school you have chosen until they complete the highest grade at that level, unless they move from the address of approval. You must submit a transfer for new students entering kindergarten, for students not currently on an approved OE transfer, when changing from one level to another (i.e., elementary to middle or middle to high school, or if your address changes from that of the initial approval.

Students approved through Inter-District Transfer process must re-apply each year. Students must also reapply when changing school levels (i.e., from elementary to mid school; or mid to high school) or if they move from the address of the approval.

**Approval cannot be granted if desired capacity at the requested school or grade is reached, or if there is a waiting list of within-district students for the requested school. Inter-District requests cannot be approved over a within-district request or to participate in athletics.**

A student's "resident" school is the attendance boundary where the student's family legally reside. Daycare providers or places of business are not considered the student's residence. Students may not use a business address, relative or friend's address to gain access to a school. **All families are required annually to provide valid proof of address upon enrollment.**

**Completed forms must be turned into the Springfield District Office at 640 'A' Street, Springfield. Forms cannot be turned in at school sites nor may building employees accept forms to submit.**

Please contact Amy Stephens at 541-726-3254 or [amy.stephens@springfield.k12.or.us](mailto:amy.stephens@springfield.k12.or.us) for questions regarding student transfers.

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