

**March 2–April 1:  
Open Enrollment**

Applications for transfer during the Open Enrollment period will be approved if space is available at the requested school and grade level.

**July 1, 2015 – January 15, 2016:  
Inter-District Transfers**

Applications received after April 1 deadline must be processed using Inter-District Transfer guidelines—a student wishing to transfer from one district to another can only be approved through IDT slot availability.

**Status:** Families will be notified after May 1 as to the status of the student’s Open Enrollment transfer request.

Open Enrollment applications that exceed the requested school or grade capacity will be placed on the Inter-District waiting list and may be processed according to IDT guidelines as long as there is no waiting list of within-district students for the requested school.

**Inter-District Transfer (IDT) Guidelines**

- According to IDT guidelines, new requests will be approved from District A to District B only if there is available space at the requested school, the request falls within the number District A has declared to accept, and the number District B has declared to release.
- Applicants on the waiting list will be processed according to the following priority:
  - #1 Returning seniors.
  - #2 Students who attended a Springfield school during the previous school year and are requesting to return to a Springfield school for the next year.
  - #3 Siblings of a current Springfield student.
  - #4 New applicants.
- Applicants will be assigned to the Inter -District waiting list in the order they are received. Requests submitted on the same day will be placed by lottery draw.
- Waiting lists are reviewed through the second week of school and prior to the end of each quarter. Families will be notified in writing should the student’s transfer status change.
- All applicants are expected to **complete registration at their resident school** even though a request for transfer has been submitted.
- Also, these students **may not sign up for or practice with athletic teams or other activity groups** in the school they want to attend **until** the transfer is approved *and* eligibility is determined.
- Students remain on the waiting list for the school year of the transfer request. If a transfer is not available during the school year, parents may reapply for the next school year.
- Families may not use addresses of relatives, friends, businesses or daycare to gain access into a school.

**Reapplying:** Students granted an Open Enrollment transfer may continue in the assigned school without reapplying. However, students must reapply when changing from elementary to middle or middle to high school. Students granted an IDT must reapply **each year**.

### Special Notes:

- **A transfer cannot be considered only to participate in extra curricular or athletic activities.**
- Parents are reminded that approved Open Enrollment requests establishes an *academic* transfer, but does NOT guarantee eligibility to participate in competitive interscholastic activities at the receiving school. Competitive eligibility is determined by OSAA rules. If you have questions about OSAA eligibility, contact the activities or athletic director at the receiving school prior to completing the transfer.
- The parent/guardian must provide transportation for approved transfer students to and from school district boundaries.
- The parent/guardian must provide transportation for approved transfer students to and from school and for all athletics, extra curricular activities and after school activities.
- An IDT request may be revoked at any time for poor student behavior, poor grades, tardiness, absenteeism or for any other violation of the terms of the transfer.
- A student moving outside of SPS boundaries must complete a transfer form to continue attending school in Springfield.
- Students may not use addresses of relatives, friends, businesses or daycare to gain access into a school. **All** students are required to provide proof of address when enrolling. Proof of address must include three of the following: escrow/real estate papers or valid rental agreement; current utility bill, cable, gas or garbage bill; and driver's license or State ID card (photo ID).

### NOTICE CONCERNING RESIDENCY REQUIREMENTS

Students shall, at no extra cost be enrolled in the district which their parent/legal guardian reside. Students whose legal residence is outside the school district boundaries may be admitted through an inter-district transfer approval at no cost or by paying tuition. A Inter-District Transfer requires approval from both the resident and host districts.

Guardians are required to furnish copies of court orders appointing them as guardians. Persons in a parental relationship will be required to sign an affidavit that the student has no living parent and/or legal guardian, or that there are special circumstances that disqualify the parent from serving the role of parent.

Parents/guardians are required to submit proof of address (i.e., copy of escrow/real estate papers, valid rental agreement; current utility bill, cable or garbage bill, and driver's license or State ID card) prior to the student being enrolled.

*As per state law, students who reside temporarily within the attendance boundary for the primary purpose of attending a school are not considered legal residents of the district and therefore shall pay tuition.*

*Parents, guardians or persons in a parental role who knowingly submit a false declaration may be held responsible for paying tuition for dates of attendance in which the student was not a legal resident of the district.*

*Springfield Public Schools does not discriminate on transfers because of race, religion, ethnicity, gender, national origin or marital status, handicap or age.*