

**2020-2021 INTER-DISTRICT TRANSFER REQUEST FOR NON-RESIDENT STUDENTS**

**High Priority** Accepted: (January 2 – January 31 ONLY)

**Phase 2 Request** Accepted: (beginning April 1)

*Transfer Request forms must be submitted to the Springfield School District Office by personal delivery, regular mail, email or fax.  
 School buildings cannot accept nor forward transfer requests.*

**STUDENT INFORMATION: (One student per form) PLEASE USE BLACK INK**

Legal Last Name \_\_\_\_\_ Legal First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Address: \_\_\_\_\_  
 Street & Mailing \_\_\_\_\_ City/ST \_\_\_\_\_ Zip \_\_\_\_\_

DOB \_\_\_\_\_ Grade 2020-2021 \_\_\_\_\_

I request my student remain at the school they currently attend: \_\_\_\_\_ (school)

School Choice #1 \_\_\_\_\_ School Choice #2 \_\_\_\_\_ School Choice #3 \_\_\_\_\_  
 (please see reverse side for school choice options)

Reason for Transfer (optional): \_\_\_\_\_

Does the student currently have an approved inter-district transfer for the 2019-2020 school year? Yes  No

School student attended for the 2019-2020 school year \_\_\_\_\_

Is the student currently under expulsion? Yes  No

If yes, what was the offense(s) \_\_\_\_\_ Expulsion Ends: \_\_\_\_\_

Does the applicant have a sibling currently attending a Springfield school? Yes  No

If yes, name of sibling \_\_\_\_\_ School sibling attending in 2019-2020 \_\_\_\_\_

**PARENT/LEGAL GUARDIAN INFORMATION:**

Parent/Legal Guardian\* Name \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone (home) \_\_\_\_\_ Phone (cell) \_\_\_\_\_

By signing below, I acknowledge that Springfield Public School is not required and does not provide transportation for transfer students. I also acknowledge that the Phase 2 inter-district transfer is for the 2020-2021 school year **ONLY**. I understand the transfer may be revoked if the student violates school and/or district rules and regulations, has irregular attendance or chronic tardiness, or if the information on this form is falsified. I acknowledge my student is not guaranteed a seat at any SPS school. Parents/Legal guardians must provide transportation for approved transfer students to and from school, regardless of documented disability.

Additionally, by signing below, I acknowledge when enrolling, **all** students are required to provide proof of address. Suggested proof of address would be: Escrow papers/rental agreement, current resident service bill (i.e., electric, gas, cable, garbage or water bill); or driver's license or State ID card. **\*Legal guardians are required to provide court documents appointing them guardian.**

Signature of Parent/Legal Guardian \_\_\_\_\_

Date \_\_\_\_\_

**FOR DISTRICT OFFICE USE ONLY**

<b>RESIDENT DISTRICT:</b> _____	
Approved _____	Denied _____
Reason for Denial _____	
Superintendent/Designee _____	Date _____

<b>RECEIVING DISTRICT:</b> <b>SPRINGFIELD #19</b>	
Approved _____	Denied _____
Reason for Denial _____	
Superintendent/Designee _____	Date _____

Lottery # \_\_\_\_\_ Date Received \_\_\_\_\_

DB  Ltr  (over)

2020-2021 SPS Nonresident Student Transfer Guideline Summary

**Transfer Request forms must be submitted to the Springfield School District Office at 640 'A' Street, Springfield by personal delivery, regular mail, email or fax. School buildings cannot accept nor forward requests.**

*Inter-District Transfer windows are open to K-11 nonresident students wishing to attend a Springfield school.*

The following schools are available for students requesting an Inter-District (nonresident) transfer into the Springfield School District. Acceptance availability is based on class size.

**SCHOOLS**

Centennial Elementary	Agnes Stewart Middle School
Douglas Gardens Elementary	Briggs Middle School
Guy Lee Elementary	Hamlin Middle School
Maple Elementary	Thurston Middle School
Mt Vernon Elementary	
Page Elementary	Academy of Arts & Academics (A3)
Ridgeview Elementary	Springfield High School
Riverbend Elementary	Thurston High School
Thurston Elementary	
Two Rivers/Dos Rios Elementary	
Walterville Elementary	SPS On-Line (Grades K through 11)
Yolanda Elementary	

*Note: Those wishing to apply for a Dual Immersion Program must complete a Dual Immersion Application in lieu of an Inter-District Transfer form.*

**Nonresident Student Definition:**

A nonresident student is any student whose parent(s)/legal guardian(s) reside outside Springfield School District attendance boundaries. **As per state law, students may not use addresses of family, friends, businesses or daycare to gain access into a school.** Residing temporarily in a school boundary to access a school does not establish residency.

**Lottery Priorities:**

Transfer requests are placed on the waiting list by lottery draw determination. The lottery priorities are: 1) returning 12<sup>th</sup> graders to current school\*; 2) returning students to current school\*; 3) returning student to the *District* (new school), 4) sibling of 2020-2021 SPS student at the requested school; 5) sibling of 2020-2021 SPS student within the District; 6) new applicants

\*Students enrolled via an inter-district transfers for the 2019-2020 school year may only return to their current school if there is no wait list of Springfield resident students for that school/grade and an approval has been secured.

**Determination/Notification:**

Per Oregon law 339.133(5)(a), all nonresident transfers must obtain consent from the resident district before enrolling in a nonresident district. Resident districts are required to provide a written reason for denying a student's release to a nonresident district. Once admission is accepted, Springfield School District will submit the application to the student's resident district for approval/denial. The requested district determines the length of the transfer. Once a determination has been made, the student's family will receive written notification of the approval or denial.

**Deadlines:**

High Priority Requests for the coming year are accepted *beginning* January 2 until 5 p.m. on January 31. Phase 2 Requests are accepted *beginning* April 1 for the coming school year. Any request submitted during Phase 2 window, must be processed after HP requests.

**Special Notes:**

**•Transfer forms must be submitted to the Springfield District Office at 640 A Street, Springfield OR 97477.**

•Students must reapply if attending currently via school year only approved transfer, when changing from elementary to middle or from middle to high school or if they move from the address of the initial transfer approval.

•Students approved through any nonresident transfer are required to attend as full-time students.

• A transfer **will not** be considered to participate in extra-curricular or athletic activities.

**•Students may not register for school or sign up for or practice with athletic teams or other activity groups in the requested school until the transfer is approved and eligibility is determined.**

**•Families providing false information to access a school shall be immediately withdrawn and may be charged tuition.**

•A transfer may be revoked should the student's attendance fall below 90% and/or should the student's behavior fail to meet standards.

•Student's receiving a transfer revocation are not eligible to apply to transfer for one year.

•The parent/guardian must provide transportation for approved transfer students to and from school, regardless of documented disability.

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