

**LAWTON PUBLIC SCHOOLS  
INTRADISTRICT TRANSFER APPLICATION**

**Student ID#** \_\_\_\_\_**School Yr.** \_\_\_\_\_

Lawton Board of Education Policy allows students to transfer to another school in the District. Each student's eligibility for transfer will be considered on an individual basis after an Intradistrict Transfer Application is completed by the parent/guardian. Transfers are granted based on the following considerations:

- .
- Availability or programs, staffing and space must be available in the requested grade level at the requested school
- Disciplinary, transcript and attendance records of the student
- Student/parent needs and considerations
- The student must not be under suspension, expulsion or any other kind of disciplinary probation.
- Parents/guardians understand they are responsible for the child's transportation
- Parents/guardians understand the option can only be exercised once per school year
- Parents/guardians understand that a secondary transfer could affect athletic eligibility
- Students should remain at the school to which they transferred for the completion of the school year

A principal may request that a student's intradistrict transfer be revoked at any time on the grounds of 1) Excessive absences 2) excessive tardies, 3) poor academic performance, and/or 4) discipline problems. The principal shall document evidence and hold a conference in person or by conference call with the parents/guardians, the Director of Student Services or designee, and the principals of the receiving school in the process of reaching a decision to approve or deny the principal's request for revocation.

## INTRADISTRICT TRANSFER APPLICATION (cont.)

Please state reason for requested transfer:

\_\_\_\_\_  
\_\_\_\_\_

*Please PRINT clearly and use student's legal name*

Student \_\_\_\_\_  
(Last Name) (First Name) (MI)

Birth Date \_\_\_\_\_ Grade \_\_\_\_\_  
\*Indicate which grade student will enter at the requested school.

Head of Household \_\_\_\_\_  
(First Name) (MI) (Last Name)

Street Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

Resident School \_\_\_\_\_ Requested School \_\_\_\_\_

I have read the above Policy and I agree to comply with its provisions.

\_\_\_\_\_  
of Parent/Guardian Date \_\_\_\_\_ Time \_\_\_\_\_ Signature

\_\_\_\_\_  
Director of Student Services or Designee Approved \_\_\_\_\_  
Disapproved \_\_\_\_\_

## **INTRADISTRICT TRANSFERS AND SCHOOL ASSIGNMENT REGULATIONS**

### **School Assignment**

Oklahoma law requires that the residence of any student for school purposes shall be the legal residence of the parent(s), legal guardian, or such person(s) or institution having legal custody of the student or person having filed a residency affidavit [hereinafter referred to as parent(s)]. Residency may be established by residency affidavit in the manner set forth in Board Policy FD.

If a student has had a legal guardian appointed or has had legal custody placed with an institution or a person who is a resident of the district and has a parent residing in the district, the residence for school purposes shall be the residence of the legal guardian or of the institution or person having legal custody of the student.

Attendance areas have been established for all Lawton Public School sites. Students must attend the designated school which serves their area of residence. (See Board Policy FDA-R1)

### **Secondary Assignments and Transfer of Attendance Rights with residence change**

A student in middle or high school whose parents move from one attendance area to another may transfer attendance rights, but not athletic eligibility to the new attendance area at the time the parents move or may remain at the school he/she is attending and be eligible for attendance and athletic participation until graduation at the high school which the middle school feeds. If the student remains at the school, parents must provide transportation.

The permanent residence for attendance and athletic eligibility purposes of students moving into the Lawton district from other districts will not be determined until the parent(s) have purchased or rented a bona fide residence within the district.

The permanent residence for attendance and athletic eligibility purposes of students whose parents live in the Lawton district shall be the school attendance area where the parents reside regardless of where the student resides in the school district.

*Interpretation:* In case a student's parents separate and the court does not award custody of the student and parent remains a resident of the attendance area where the student is participating (or has participated as a secondary student), the student is eligible only where he is participating when the separation occurs. If a student has not participated, Rule 8, Section (E) of the Oklahoma Secondary School Activities Association (OSSAA) applies.

**INTRADISTRICT TRANSFERS AND SCHOOL ASSIGNMENTS, REGULATIONS (cont.)**

Students who received a “health” transfer to transfer from one school to another will be eligible for athletics in the new school of assignment. Once the “health” transfer is approved and the student moves to the new school, the student will remain at that school through 8<sup>th</sup> grade (middle school) or graduation (senior high). Upon completion of middle school, students must make re-application for a high school Intra-district Health Transfer.

Parent(s) moving from one attendance area to another within the Lawton district for the sole purpose of having their children attend school and who do not move into the attendance area to reside permanently; do not establish a bona fide residence in the attendance area for the purpose of attendance or athletic eligibility.

*Interpretation:* Parents or guardians of a student who move to a new residence but have no intention of making it a permanent home, as evidenced by the fact that they do not give up or sell their former home and do not sell or move to the new residence, will not establish a bona fide residence.

A person having custody of any student whose parents live outside the Lawton School District shall be required to file a custody affidavit with the Lawton Board of Education. Such student shall be assigned to a school based on the residence of the person having custody of the student. The person having custody shall assume responsibility in matters relating to the student's conduct and attendance in the Lawton Public School District.

**Eligibility Rules for Students Transferring Within the District Due to Residence Change****1. Transfer of Secondary School Students**

A student in middle school whose parents move from one attendance area to another may transfer attendance rights, but not athletic eligibility to the new attendance area at the time the parents move or may remain at the school he/she is attending and be eligible for attendance and athletic participation until graduation at the high school which the middle school feeds. If the student remains at the school, parents must provide transportation.

A student, who has established athletic eligibility at any Lawton Public School high school and then transfers to another Lawton school, is not eligible for a period of one year from the date of first attendance at the new school. A student who moves out of the Lawton school district and attends one day, or more, of school at a non-Lawton school and then moves back into the Lawton school district, may or may not be eligible at the Lawton school

**INTRADISTRICT TRANSFERS AND SCHOOL ASSIGNMENTS, REGULATIONS (cont.)**

he/she left upon their reentry for a period of one year from the date of first attendance at the non-Lawton school. Eligibility is determined by OSSAA regulations.

Exception to transfer rule:

If the principal of the receiving school believes there is a reason for a student to be given an exception to the transfer policy, they can write a letter to the Superintendent explaining the reason an exception should be given. If the Superintendent believes the reasons are valid, an exception can be given.

**2. Limited Election Time**

The election to transfer or remain at the current school must be exercised by the beginning of the school year following the year in which the parents move from the school attendance area. A student who elects to transfer to the school in the new attendance area and who attends the first class at the new school is no longer eligible for attendance or athletic purposes at the former school unless another bona fide move occurs and is not eligible for a period of one year from the date of first attendance at the new school.

**3. Eligibility when Anticipating Change in Residence**

A student may transfer enrollment from his/her school of current residency to a school of future residency only within 5 days of the first day of a semester. The student's parent must move to the new residence no later than 45 calendar days from the first day of a semester. In order to be authorized to make such change, the parent must execute and file with the Student Services Department a 'Statement of Intent to Establish Residency' form for approval.

A student who has established athletic eligibility at the previous school and who obtained a 'Statement of Intent to Establish Residency' will not be eligible for athletic participation for a period of one year from the date of first attendance at the new school.

If the family has not moved into the intended residence within the 45 calendar days specified, the student will lose attendance rights at the new school and must attend the school in the attendance area where his/her parents reside. Extension of the 45 calendar days may be granted after being reviewed by the District Eligibility Committee.

**INTRADISTRICT TRANSFERS AND SCHOOL ASSIGNMENTS, REGULATIONS (cont.)**

4. Under extraordinary circumstances, a parent may appeal to the superintendent or the superintendent's designee for an exception to the transfer policy. The transfer must be in the best interest of the student and Lawton Public Schools. The exception to the transfer policy is intended to be a one time, good faith effort to help a student with unusual circumstances. The school to which the student has transferred becomes the student's home school and the student will not be permitted to return to the resident area school.

A student, who has established athletic eligibility at any Lawton school and then is given an exemption to the transfer policy, is not eligible for a period of one year from the date of first attendance at the new school.

5. Students who are granted exemptions to the attendance residence rule in middle school and establish athletic eligibility at that school and then are granted exemptions to that school's high school, are not subject to extra-curricular restrictions. (i.e. MMS to MHS or TMS and CMS to LHS or EMS to EHS.)

6. Revoking an Approved Secondary Transfer

A. Students should remain at the school to which they transferred.

B. Violation of any of the following conditions will result in the revocation of transfer and the return to the school of residence:

- (1) Excessive absences (as determined by principal)
- (2) Excessive tardiness (as determined by principal)
- (3) Poor academic performance (as determined by principal)
- (4) Discipline problem (as determined by principal)

C. Any student who has had a transfer revoked will not be allowed to participate in OSSAA sanctioned activities for a period of one calendar year beginning on the date the transfer was revoked.

Intradistrict Transfers (transfers between schools within Lawton Public Schools)

Oklahoma law requires that the residence of any student for school purposes shall be the legal residence of the parent(s), legal guardian(s), or of such person(s) or institution having legal custody of student or person having filed a residency affidavit [hereinafter referred to as parent(s)]. Residency may be established by residency affidavit in the manner set forth in Board Policy FD.

**INTRADISTRICT TRANSFERS AND SCHOOL ASSIGNMENTS, REGULATIONS (cont.)**

Attendance areas have been established for all Lawton Public School sites, and students must attend the designated school which serves their area of residence unless students qualify for transfers by meeting the required conditions of the Student Intradistrict School Assignment Policy approved by the Lawton Board of Education.

**1. Student Intradistrict School Assignment Policy**

Students in Lawton Public Schools may be assigned or transferred to a school when an Intradistrict Transfer Application is completed in the Student Services office. Intradistrict Transfers are granted based on the following considerations:

- A. Availability of programs, staffing and space
- B. Disciplinary, transcript and attendance records of the student
- C. Student/parent considerations
- D. The parents' commitment to provide transportation for the student.
- E. The option is exercised only once per school year.

**2. Duration of Approved Intra-district Transfer**

Once a transfer to a specific school has been approved and the student has attended the school to which the transfer was granted, renewal of the transfer to that school for the next school is automatic unless revocation or parent cancels to return to resident school.

**3. Canceling or Revoking an Approved Transfer**

- A. Parents may cancel an approved transfer (only one transfer can be considered per school year.
- B. A principal may request that a student's intradistrict transfer be revoked at any time based on 1) excessive absences, 2) excessive tardies, 3) poor academic performance, and/or 4) discipline problems. The principal shall document evidence and hold a conference in person or by conference call with the director of student services or designee, the

**INTRADISTRICT TRANSFERS AND SCHOOL ASSIGNMENTS, REGULATIONS (cont.)**

parent(s) and the principal of the receiving school in the process of reaching a decision to approve or deny the principal's request.

- C. Failure to comply with designated school hours could result in the transfer being revoked.

The permanent residence for attendance of a student moving to the Lawton School District from another district will not be determined until the parent(s) or guardian(s) have purchased or rented a bona fide residence within the district.

The permanent residence for attendance of students whose parents live in the Lawton School District shall be the school attendance area where the parents reside, regardless of where the student resides in the school district.

Parent(s) or guardian(s) moving from one attendance area to another within the Lawton district for the sole purpose of having their children attend school, and who do not move into the attendance area to reside permanently, do not establish a bona fide residence in the attendance area for the purpose of attendance.

*Interpretation:* Parent(s) or guardian(s) of a student who move to a new residence but have no intention of making it a permanent home, as evidenced by the fact that they do not give up or sell their former home and do not sell or move their personal property to the new residence, will not establish a bona fide residence.

A person having custody of any student whose parent(s) live outside the Lawton School District shall be required to file a custody affidavit with the Lawton School District. Such students shall be assigned to a school based on the residence of the person having custody of the student. The person having custody shall assume responsibility in matters relating to the student's conduct and attendance in the Lawton Public School District.

If the Individualized Education Program (IEP) of a special education student indicates placement in a special education class, the district will determine the school site for enrollment of such students.

Identified transitional first grade students will be assigned to sites determined by the district.

**Cross Reference: Policy FDA-R1, Enrollment, Transfer and Placement of Students**