

BEND-LA PINE SCHOOLS

Administrative School District No. 1

Deschutes County, Oregon

ADMINISTRATIVE REGULATION

Name: Attendance Areas & In-District Transfers

Section: Students

Code: JC-AR

Students are generally expected to attend the school in the attendance area in which their parents or legal guardians reside. Attendance areas provide a balance among number of students, available classrooms, and teaching staff. The district strives to assure that the educational programs and opportunities within the district's schools are comparable. When unusual circumstances or special needs exist, exceptions will be considered based upon parent/guardian request and/or district need in accordance with these procedures. Transfers in attendance areas may be granted for any of the following:

A. Placement of Student in District Program

The district chooses to locate a number of district-wide programs at specific schools. Placement in these programs is made in accordance with the student's educational needs, qualifications, and space available regardless of the student's attendance area.

B. Admission into Magnet Schools or Choice Options

Admission to district Magnet Schools or a variety of Choice Options operated by district shall be in accordance to the procedures established for the respective program. These programs are generally open to students throughout the district without regard to the student's attendance area. Further information about admission to district magnet schools if found in GBHAB-AR.

C. In-District Transfers

In rare situations, where student enrollment substantially exceeds space and/or staffing available, the district may need to transfer a student to another school. If a transfer is necessary, the district will make every effort to work with parents and/or guardians to assure as smooth of a transition as possible. If space becomes available in the student's home school, a student who is subject to an in-district transfer will have the first right of returning to the home school. The district will provide student transportation to the new school in cases of in-district transfers.

D. Attendance Area Change Requests

A parent/guardian may request either a temporary or permanent change in attendance area when special circumstances merit such a change. Approval or denial of requests will be made jointly by home school and receiving school principals based upon student needs, space available in the school and the particular grade or program, impact on enrollment balance between the schools, and appropriateness of the program. Student educational and behavioral records may be reviewed. When Attendance Area Changes are granted, student transportation to and from school is the responsibility of the parents. Attendance or tardiness problems may be grounds for revoking the approval.

1. Temporary Change of Attendance Area

Changes that are granted under this section may be revoked when the factors necessitating the change end. Generally, temporary changes are reviewed at least annually and new Area Change Requests forms must be submitted. If the factor(s) necessitating the change have not changed, the request will be renewed. Temporary changes may be granted for the following reasons.

- a. To remain at a student's current school for the remainder of the school year, if the student's parent/guardian moves during the school year.
- b. To complete a student's education at a particular school if parent/guardians change their official residence within the school district or there is an official change in attendance area boundaries after the student completes the fourth grade at elementary (7th for Three Rivers), seventh at middle, or eleventh at high school.
- c. For significant family and/or student circumstance and/or hardship of an educational, medical, financial or personal nature which would be relieved by a change in attendance area. The circumstance or hardship to be relieved must be specified. At the elementary level this may include daycare.
- d. To take or participate in a sequential program of studies where the program is not offered at the student's resident high school. Once transferred for reasons of a program of study the student will be expected to remain enrolled in the program for which the transfer was granted.

2. Permanent Change of Attendance Area

Parents/guardians may request authorization for a student to attend a school outside of their attendance area. Changes that are granted under this section are for the remaining years served by the receiving school. Once a change is granted under this section it will not be necessary for parents/guardians to complete an Area Change Request form annually. When a student moves to the next educational level (middle school, high school) a new area change request will be necessary.

In addition to consideration of space and staffing available, factors that will be considered are the length of the student's previous attendance at the school and siblings in attendance. Siblings are not automatically granted enrollment. However, siblings may be granted enrollment under temporary status above.

3. Change for Activity or Athletic Participation

In competitive activities, which are governed by the Oregon School Activities Association (OSAA), eligibility will be determined by a review based on OSAA standards. Changes in attendance area may jeopardize OSAA eligibility. The district will not grant transfers based solely on athletic/activity considerations.

4. Procedures for Attendance Area Change Request

- a. To enable planning at the respective schools and to receive maximum consideration, parent/guardians requesting a transfer should submit a completed "Attendance Area Change Request" form to their home elementary (grades 1-5), middle and/or high school by March 1 and by May 1 for kindergarten students. A supplemental letter may be attached to further explain the specific reasons for the request.
- b. Requests received after March 1 for elementary (grades 1-5), middle and/or high school or after May 1 for kindergarten, will be considered after all other requests have been evaluated.

- c. The home school principal will review the request form, confer with the receiving school principal to consider space available and the factors of the request, make a joint decision to approve or deny the request, and notify the parent/guardian of their decision.
- d. If approved, the receiving school will confirm the decision and schedule an appointment for the parent and student to meet with the appropriate school personnel to complete enrollment and placement. Every attempt will be made to complete notification by May 1 in order to facilitate enrollment, scheduling, and planning.
- e. The receiving will also notify appropriate district personnel to implement the change. i.e.: Transportation, Tech Services, etc.
- f. If an Attendance Area Change Request is denied, a parent/guardian may request to have their student placed on a waiting list for consideration if space becomes available later in the year. Waiting lists will not be carried forward to the next year. A new request will be necessary.

5. Determining Residence

- a. For purposes of enrollment, the primary residence of the student must be used. If it is determined that some address other than primary residence has been used for obtaining access to a specific school, then all rights and privileges accorded through this district administrative regulation regarding the choice of school shall be forfeited.
- b. Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, camping grounds or trailer parks due to lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a private or public place not designed for ordinary use as regular sleeping accommodations for human beings; are living in a car, park, public space, abandoned building, bus or train station or similar setting; will not be denied or delayed school enrollment due to lack of any document normally required for determining primary residence.

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