



SECTION IV: STUDENTS

POLICY 4170

INTRADISTRICT TRANSFER OF STUDENTS

The assignment of students to a school attendance zone shall be made on the basis of residency of students. Boundaries for the various schools may be readjusted from year to year in order to meet class size requirements. Transfers to a school other than the designated attendance area will be considered upon parent or guardian request. Transfers will be granted when deemed necessary by the Board of Education and/or the Superintendent or the Superintendent's designee.

Under the general authority granted to assign students to schools, the Board of Education authorizes the Superintendent or a designated representative to grant or deny requests for individuals to attend schools outside their designated attendance areas under the following conditions:

1. The change appears to be in the best interest of the student.
2. No bus route will be extended beyond its normal run, and parents will provide the required transportation.
3. The superintendent or designee has determined that the change is in the best interest of the school district.
4. Space is available in the desired school. Maximum enrollment numbers for each grade level at each school will be determined by administration, and openings will be determined by comparing the difference between the maximum class size and the projected regular enrollment.
5. The request for transfer was made before June 1 for the following school year (except in the case of a summer change of residence within the district).
6. In situations in which the number of transfer requests exceeds the available space, transfers will be granted according to the date of receipt of the request and documentation supporting the stated reason (if needed).
7. Transfers may be reviewed on an annual basis and may be revoked when:
 - The basis for the transfer no longer exists,
 - The transfer does not appear to be in the best interest of the student, or
 - The transfer is not in the best interest of the school district.

The transfer of a student from one attendance zone to another shall be based on specific factors which affect the education and welfare of the student. The following criteria will be considered for transfer requests:

1. A student requires a course of study not offered at the school, such as a particular type of special education program.



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2. A student, eighth grade or under, has a parent(s) or legal guardian who is working or unable to care for the student and such care is available in the attendance area of the requested school.
3. A student has an emotional or medical condition which would be adversely affected by a move to another building, and the condition is verified by a psychologist's or physician's statement, respectively.
4. A change of environment for the student has been recommended by the court, policy, juvenile court, Department of Human Services, or school administration.
5. An employee wishes to enroll his or her child at the school where employed.
6. Parents in the process of building a home within the Broken Arrow School District may enroll their children at the designated school(s) where the new home is located by furnishing a contract or other document as proof that construction is scheduled to be completed during the first semester of the school year.
7. A student may be given a transfer to remain in the previous school for the following year if a residency change occurs after June 1 and before the start of the new school year.

Source: *Broken Arrow Board of Education policy adopted, April 21, 1997.*
Broken Arrow Board of Education policy revised, July 13, 2009.