

## 4.10.051-P Student Enrollment and Transfers

### I. Policy Purpose

The purpose of this policy is to provide equal access to educational options for all students through an open, fair and accessible process and to promote equity and diversity in student transfers and admissions through alignment with the Educational Options Policy (6.10.022-P). The policy furthers the Student Achievement Policy (6.10.010-P), the district's policy to eliminate barriers to educational attainment (2.10.010-P), other district policies and state and federal requirements.

### II. General Policy Statement

All Portland Public School students have the right to attend their neighborhood school. All students also have the right to request a transfer to attend any grade- appropriate school or program in the district. The Board is committed to families and students as the primary decision-makers for their choice of educational options. The district has the responsibility, through its centralized coordination of information, outreach, and support services, to provide families and students with information and advice that will enable families and students to make informed decisions about their choice of educational options.

### III. Definitions

#### (1) School and student terms

- (a) Neighborhood school. A school serving a designated attendance area and as defined in 6.10.022-P .
- (b) Focus option. A separate school or program structured around a unique curriculum or particular theme and as defined in 6.10.022-P.
- (c) Transfer school. The school to which a student has transferred.
- (d) Transfer student. A district student attending a school other than his/her neighborhood school.
- (e) Resident student. A student who is a resident of the Portland Public School district.
- (f) Nonresident. A student from another district attending a PPS district school on inter-district transfer.

## 4.10.051-P Student Enrollment and Transfers

(g) Sibling. Children with the same parent or supervising adult living together at the same address.

### (2) Admission and transfer terms

(a) Transfer: A formal request by a district family for a student to attend a school other than their neighborhood school or to return to their neighborhood school. There are two types of transfers:

(A) On-time transfers: a request to transfer by a designated deadline. On-time transfers are based on space availability and preferences.

(B) Petition transfers: a request to transfer after the designated deadline. Petition transfer requests require extraordinary circumstances to be granted.

(b) Extraordinary circumstances: The documented basis for school reassignments after the transfer deadline.

(c) Enrollment: The process for accounting for students in schools.

(d) Feeder pattern: A designated path for students to advance from one school grade grouping to another.

### IV. Policy Scope

This policy does not apply to alternative education placements or charter school admissions. The district also shall be in compliance with all federal and state laws and regulations regarding student enrollment and transfers.

### V. Admission

(1) By area of residence. Students have a right to attend the neighborhood school where they reside with their parent or supervising adult. This right extends to students returning to their neighborhood school with an on-time transfer request and to families with students new to the district.

(2) By transfer. All students have the right to request a transfer to a school or program other than their own assigned neighborhood school.

## 4.10.051-P Student Enrollment and Transfers

- (a) A transfer request to a different neighborhood school is granted based on an on-time transfer request, space availability and preferences.
  - (b) A transfer request to a focus option is granted based on an on-time transfer request, space availability, admission criteria if any and preferences.
  - (c) Petition transfers are granted based on extraordinary circumstances.
- (3) Admission criteria
- (a) Admission criteria to any District school or program shall be the same for neighborhood and transfer students.
  - (b) Admission criteria shall be clear, objective and directly related to the educational goals of the option and the district. A school or program may require the family and student to indicate an understanding of program expectations prior to enrollment.
  - (c) Middle and high school focus options may have admission criteria as specified in the operations plan required in 6.10.022-P.
  - (d) Elementary focus options shall have no admission criteria except for language criteria for dual language immersion and late entry for language immersion options.

## VI. Enrollment

- (1) Students shall remain in the same program or school in which they are enrolled for the school year, except in cases of extraordinary circumstances. Schools shall collaborate with families, students and staff to meet the needs of students for that school year.
- (2) Students enrolled in a transfer school do not have to reapply until completion of all grades in that school.
- (3) Upon completion of a school grade grouping, students are enrolled in their neighborhood feeder pattern school, except as provided in (4) and (5) below. Students who want to attend a school other than their neighborhood school shall follow the admission procedures in Section V.

## 4.10.051-P Student Enrollment and Transfers

- (4) Students admitted to a focus option that continues from one school grade grouping to another do not need to reapply for admission during these transitions except as provided in the focus option plan of operations.
- (5) Students enrolled in a curriculum that includes different school grade groupings may enroll in the school with the higher grade grouping after completion of the previous grade grouping.

### VII. Preferences

- (1) Students who are residents of the district shall be given preference for admission to all district schools and programs.
- (2) If on-time transfer requests exceed available spaces and the student meets admission criteria, if any, the following preferences determine priority placement in the following order:
  - (a) For neighborhood schools, neighborhood students. For focus options, students continuing from their previous school grade grouping.
  - (b) Students required by state or federal law or other district policy to receive priority.
  - (c) A student whose sibling is enrolled at the same time in the student's first choice elementary, middle school or high school or program that includes other school grade groupings.
  - (d) Resident students who have submitted an on-time transfer request.
  - (e) Nonresident students who have submitted an on-time transfer request, with those currently enrolled in Portland Public Schools having priority over students new to the District.
- (3) A focus option may make special provision in its Board-approved plan of operations for admitting students from particular attendance areas.

### VIII. Student Transfer Process

- (1) Student transfer decisions shall be facilitated by the administrator assigned to coordinate student transfers.

## 4.10.051-P Student Enrollment and Transfers

- (2) The superintendent shall establish protocols and procedures, including deadlines and an appeals process, for on-time and petition transfers and for inter district transfers.
- (3) The superintendent shall establish a process for determining if space is available in a particular school or program.
- (4) The superintendent shall establish a process for admitting students by a centrally administered lottery for students who submit an on-time transfer request and meet admission criteria, if any, and there are more applicants than available space.
- (5) To support overall district goals and equal educational opportunities for all students, the lottery process also shall include factors as needed to promote equity and diversity in student admissions. The factors shall be based on the district's policy to eliminate barriers to educational attainment (2.10.010-P) and the Student Achievement Policy (6.10.010-P). The factors and process for how they shall be weighted in the lottery process shall be approved by the Board.
- (6) The wait list established for a District school or program shall be randomly determined by the lottery, incorporating preferences and weighting as provided in this policy.

### IX. Non-Discrimination

- (1) All schools and programs offered by the district shall be open to all students without discrimination based on any factors provided for by state and federal laws and regulations and as provided in 1.80.020-P.

### X. Policy Implementation and Effective Dates

- (1) The superintendent shall develop administrative directives to implement this policy and a plan to transition to the new policy.
- (2) The superintendent's transition plan shall include:
  - (a) allowing a preference for siblings of children of those families with children currently or formerly enrolled in a focus option that has had a written policy that explicitly provides for a preference for all past and present siblings. This exception to Section VII (2)(c) shall apply only to those families with a written commitment for this sibling preference prior to August 26, 2002 and shall end for

## 4.10.051-P Student Enrollment and Transfers

admissions to said focus options for the 2008-2009 school year.

(b) allowing a one year transition for currently enrolled transfer students continuing to the next school grade grouping in their transfer feeder pattern for the 2004-05 school year, with full implementation of this policy for these students in school year 2005-06.

(3) With the exception of Section X (2)(a) and (b), this policy shall be implemented for the school year 2004-05.

Legal References:

History: Approved 5/12/03 BA 2646; Amended 1/25/2005 BA 3197

B  
O  
A  
R  
D  
  
P  
O  
L  
I  
C  
Y