

Board Policy: 4150. D. 4. Revocation of Transfers

The superintendent or designee may revoke a transfer and return a student to his or her base school assignment for excessive absences or tardies, significant disciplinary infractions, or if it is determined that a transfer was granted or renewed based on false information submitted by the parent or guardian.

The words “excessive” and “significant” are very important in any discussion about transfer revocation. It is also incredibly important that this process be considered equitably, with all students who are transfers being treated the same in the process.

If you have a student who is not a base student who has accrued excessive absences, tardies or disciplinary infractions, the school is responsible for sending 1 letter providing guidance to the parent/ legal custodian that the school will pursue a revocation of transfer if absences, tardiness or disciplinary infractions continue to accrue. The standardized letter informing the parent of the intent to consider transfer revocation can be found in Powerschool: *ReportWorks>Student Assignment – Transfer Revoke*. The school must make verbal contact that the family has received this letter.

If there is no significant change within 30 calendar days, contact your Senior Administrator in Student Assignment. Additional documentation will need to be provided to Student Assignment that the school has been in contact with the parent regarding the concern. That documentation can include: the 3, 6, 10, 15, and 25 day attendance letters, records of meetings with parents regarding the concern, letters regarding the behavioral concerns, etc.

When your Senior Administrator in Student Assignment is provided with the information (copies of the letters your school has sent that cite Board policy), Student Assignment will generate a letter giving the parent the opportunity to work on the concern, with a designated time frame to resolve the issue or the student will be assigned to the base school. It is worth noting that any issue you begin to work to resolve will take at least a month before Student Assignment gets involved, but concerns can be carried forward into the following semester, or school year, depending on when communication and documentation begins. For example, if your standardized letter goes out mid-April, Student Assignment’s letter would go out potentially mid-May, with school closing before a 30-day cycle could complete. In that case, the student would stay at the current school into the following year. Due to the inability to participate in application windows to access other schools, the family remains at the school. The student starts with a clean slate the following year but a reminder letter regarding concerns is sent by the principal at the beginning of the next year.

Data Managers will need to follow up with the appropriate Senior Administrator to review the data, as attendance reports and review of discipline are not part of our normal routine. Without follow-up, the students will remain assigned to your school.

Please note the timeline below to address transfer students who may have attendance, tardy, and/or discipline concerns...

- **July/Aug** – OOSA sends information to schools regarding the transfer revocation requirements and process.
- **From July through March 1** – Identify students with attendance, tardy, and/or discipline patterns. The principal sends a letter home and makes verbal contact with parents for transfer students identified as having attendance, tardy and/or discipline concerns. The principal contacts OOSA to indicate that they have a transfer student that they are monitoring and the school sends the family the “Transfer Revoke” letter.
 - **30 calendar days after school sends “Transfer Revoke” letter** – A transfer student will stay at their current school if they show improvement, if there is insufficient data, or if there is no documented communication by the school to the parents. Contact your Senior Administrator in OOSA if there is no improvement. OOSA will contact the school to review the information and make a determination about the student being transferred back to base.
- **March 1 through June** – Identify students with attendance, tardy, and/or discipline patterns. The principal sends a letter home and makes verbal contact with parents for transfer students identified as having attendance, tardy and/or discipline concerns. The principal contacts OOSA to indicate that they have a transfer student that they are monitoring and the school sends the family the “Transfer Revoke” letter.
 - **30 calendar days after school sends “Transfer Revoke” letter** – Contact your Senior Administrator in OOSA if there is no improvement. The student stays at the school for the remainder of the school year. OOSA sends “Revoke Warning” letter to family.