

ADMISSION OF NONRESIDENT STUDENTS UNIVERSAL REQUEST FORM

SCHOOL DISTRICT YOU WOULD LIKE YOUR STUDENT TO ATTEND

| | | | | | | | |
|--------------------------------|---------------------------------|--------------------------------------|----------------------------------|-----------------------------------|------------------------------------|--|---|
| <input type="checkbox"/> Amity | <input type="checkbox"/> Dayton | <input type="checkbox"/> McMinnville | <input type="checkbox"/> Newberg | <input type="checkbox"/> Sheridan | <input type="checkbox"/> Willamina | <input type="checkbox"/> Yamhill-Carlton | <input type="checkbox"/> Other _____ |
| Requested School (Choice 1): | | | | Requested School (Choice 2): | | | |

STUDENT INFORMATION

| | | |
|---|----------------|-----------------|
| Student's Legal Name: (Last, First, Middle) | Date of Birth: | Entering Grade: |
| Mailing Address: | | |
| Physical Address: | | |
| Resident School District: | | |

OTHER INFORMATION

| | |
|---|--|
| Is the student currently under expulsion? <input type="checkbox"/> YES <input type="checkbox"/> NO | If YES, list the date and reason: |
| Is the student currently on an approved transfer for the requested district? <input type="checkbox"/> YES <input type="checkbox"/> NO | Is there a sibling of this applicant currently attending in the requested district? <input type="checkbox"/> YES <input type="checkbox"/> NO |

GUARDIAN INFORMATION

| | |
|---|---|
| Parent/Guardian Name: | Parent/Guardian Name: |
| Resides with student <input type="checkbox"/> YES <input type="checkbox"/> NO | Resides with student <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Primary Phone: | Primary Phone: |
| Email: | Email: |
| Parent Signature: | Date of Request: |

FOR OFFICE USE ONLY

| | | |
|---|---|---|
| Final action of MCMINNVILLE SCHOOL DISTRICT | <input type="checkbox"/> RELEASE APPROVED | <input type="checkbox"/> RELEASE DENIED |
| If denied, reason: | | |
| Superintendent/Designee: | Date: | |
| Final action of _____ DISTRICT | <input type="checkbox"/> RELEASE APPROVED | <input type="checkbox"/> RELEASE DENIED |
| If denied, reason: | | |
| Superintendent/Designee: | Date: | |

ADMISSION OF NONRESIDENT STUDENTS PROCESS

MCMINNVILLE SCHOOL DISTRICT ADMISSION TIMELINE

- **March 1st:** Applications will be accepted for new transfer requests (either new to district, or new school within the district) by the Curriculum, Instruction, and Assessment department at the district office. Applications are accepted based on terms of the policy and date/time they were received.
- **May Board Meeting:** A determination will be made on the number of out-of-district students that will be accepted.
- **July 1st:** By this date, families will be notified if they have obtained a spot within McMinnville School District or if they are placed on the waiting list.
- **August 20th:** By this date, families of new transfer requests (either new to district, or new school within the district) will be notified about school placement decisions. Decisions will be made based on enrollment and space availability. We are unable to make school placement decisions based solely on family requests.
- **Quarterly:** Student conduct will be reviewed to monitor whether students are making satisfactory adjustment to school with consideration to attendance and disciplinary incidents.
- **February:** Families will be notified about the process for continuing the transfer (when remaining in the same school), or completing a new transfer application (when changing schools) for the following school year.

IMPORTANT TO NOTE

- For students leaving MSD, the accepting district shall determine the length and terms of the transfer.
- Transportation is the responsibility of the guardian/parent and is not provided by the school district.
- For high school student athletes, see OSAA website for statement regarding participation in sports (Sec. 8.6.1).
- Approved MSD transfers will last for the duration of the student's attendance at the approved school building (e.g. elementary, middle, high school) with annual verification of continuance with the district by June 15th.
- New transfer applications will be required when students move to a new school or level (e.g. elementary, middle, high school) and will follow the process outlined.

SUBMISSION OF FORM

Mail: McMinnville School District, 800 NE Lafayette Avenue, McMinnville, OR 97128
 Email: transfers@msd.k12.or.us
 Fax: (503) 565-4030

NEIGHBORING DISTRICT CONTACT INFORMATION

| | | |
|---------------------------|--|----------------|
| Amity SD | 807 South Trade St., Amity, OR 97101 | (503) 835-2171 |
| Dallas SD | 111 SW Ash St., Dallas, OR 97338 | (503) 623-5594 |
| Dayton SD | 780 Ferry St, Dayton, OR 97114 | (503) 864-2215 |
| Forest Grove SD | 1728 Main St, Forest Grove, OR 97116 | (503) 357-6171 |
| Gaston SD | 300 Park St, Gaston, OR 97119 | (503) 985-0210 |
| Newberg SD | 714 E. 6 th St, Newberg, OR 97132 | (503) 554-5000 |
| Perrydale SD | 7445 Perrydale Rd, Amity, OR 97101 | (503) 835-3184 |
| Salem-Keizer SD | 2450 Lancaster Dr. NE, Salem, OR 97305 | (503) 835-2171 |
| Sheridan SD | 435 S. Bridge St, Sheridan, OR 97378 | (971) 261-6959 |
| Tigard-Tualatin SD | 6960 SW Sandburg, Tigard, OR 97223 | (503) 431-4000 |
| Willamina SD | PO Box 1000 / 1100 NE Oaken Hills Dr Willamina, OR 97396 | (503) 876-4525 |
| Yamhill Carlton SD | 120 N. Larch Pl, Yamhill, OR 97148 | (503) 852-6980 |

Questions? Contact MSD Curriculum, Instruction, & Assessment Department Specialist, Nancy Macias Tapia (503) 565-4035