

INTRA-SCHOOL TRANSFER REQUEST FORM

The district establishes school attendance areas. To request a transfer to a different district school, complete this form. Applications for the ensuing school year will be accepted between May 15th and up to one week before the first day of school and should be submitted to the resident school office. Transfer decisions for the following school year will be processed after 8/1 based on enrollment data. Applications submitted within one week of the first day of school for students, or after school has begun, will be received at the District Office and processed by the superintendent or designee. Transfer requests must be signed by the student's legal guardian. If the transfer is approved, transportation is the sole responsibility of the parent/guardian.

REQUESTED SCHOOL INFORMATION		
MSD Resident School:	MSD Requested School (s):	
STUDENT INFORMATION		
Student's Legal Name: (Last, First, Middle)	Date of Birth:	Entering Grade:
Mailing Address:		
Physical Address:		
OTHER INFORMATION		
Has the student previously attended the requested school? <input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, list the dates of attendance:	
Is there a sibling of this applicant <u>currently</u> attending the requested school? <input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, list the name and grade of the sibling(s):	
GUARDIAN INFORMATION		
Parent/Guardian Name: Resides with student <input type="checkbox"/> YES <input type="checkbox"/> NO	Parent/Guardian Name: Resides with student <input type="checkbox"/> YES <input type="checkbox"/> NO	
Primary Phone:	Primary Phone:	
Email:	Email:	
Parent Signature:	Date of Request:	

MSD ADMINISTRATIVE USE ONLY		
RECEIVED DATE & TIME:	RECEIVED BY NAME:	
RESIDENT SCHOOL	<input type="checkbox"/> TRANSFER APPROVED	<input type="checkbox"/> TRANSFER DENIED
If denied, reason:		
Administrator Signature:	Date:	
REQUESTED SCHOOL	<input type="checkbox"/> TRANSFER APPROVED	<input type="checkbox"/> TRANSFER DENIED
If denied, reason:		
Administrator Signature:	Date:	

INTRA-SCHOOL TRANSFER PROCESS

MCMINNVILLE SCHOOL DISTRICT TRANSFER DECISION TIMELINE

- **May 15th–One Week Before School Starts:** Intra-school transfer applications for the ensuing school year can be received by the resident school offices with the time and date recorded.
- **August 20th:** By this date, families of new transfer requests will be notified about school placement decisions. These notifications will be made by the school where the student will attend in the fall. Decisions will be made based on enrollment and space availability. We are unable to make school placement decisions based solely on family requests.
- **One Week Before School Starts–Last Day of School:** Intra-school transfer applications for the current school year are received by the District Office and processed according to policy.
- **Quarterly:** Student data will be reviewed to monitor whether students are making satisfactory adjustments to school with consideration to attendance and transportation.

IMPORTANT TO NOTE

- Transportation is the responsibility of the guardian/parent and is not provided by the school district.
- Approved MSD transfers will last for the duration of the student’s attendance at the approved school building (e.g. elementary or middle school).
- New transfer applications will be required when students move to a new school or level (e.g. elementary, middle, or high school) and will follow the process outlined.
- The intra-school transfer policy does not apply to placement decisions determined by an Individualized Education Program (IEP) team or a 504 team, as these decisions are made based on the specific needs of the student following applicable laws and regulations.

SUBMISSION OF FORM

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

DISTRICT SCHOOLS CONTACT INFORMATION

Sue Buel Elementary	1985 SE Davis St. McMinnville, OR 97128	(503) 565-5500
Grandhaven Elementary	3200 NE McDonald Lane, McMinnville, OR 97128	(503) 565-4700
Memorial Elementary	501 NW 14th St., McMinnville, OR 97128	(503) 565-4800
Newby Elementary	1125 NW 2nd St., McMinnville, OR 97128	(503) 565-4900
Wascher Elementary	986 7th Street Ext., Lafayette, OR 97127	(503) 565-5400
Willamette Elementary	1600 SW Fellows St., McMinnville, OR 97128	(503) 565-4600

Duniway Middle School	575 NW Michelbook Lane, McMinnville, OR 97128	(503) 565-4400
Patton Middle School	1175 NE 19th Street, McMinnville, OR 97128	(503) 565-4500

McMinnville High School	615 NE 15th Street, McMinnville, OR 97128	(503) 565-4200