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**LOSD In-District Transfer Request  
General Guidelines and Application Process: 2021-22 School Year  
Secondary (Grades 6-12)**

The Lake Oswego School District has six elementary schools and four secondary schools within its boundaries. Each school has an attendance area defined by the School Board.

**The guidelines for allowing in-district transfers between secondary schools are as follows:**

1. Space must be available in the school requested.
2. Transportation must be provided by the family to the school requested.
3. Transfers at the secondary level will occur only after a grading period such as the trimester or semester.
4. Transfers for current students will be allowed based on space availability and will require the signature of both principals
5. Transfer requests for students who are new district residents will be approved only if both principals agree that the transfer is necessary in order to preserve the ability to be successful in educating the student and will require the signature of both principals.
6. Transfer requests for current district students due to moves within the district will be approved and don't require principal signatures.
7. Once the request has been approved, it does not need to be renewed annually. The approved request is valid until the student completes grades offered at that school.

**District assumptions:**

1. As long as the space is available and enrollment balance is within an acceptable range, families should have the option of selecting either of the district's middle or high schools.
2. Transfers are not granted for the purpose of participating in athletics .
3. Although we often question the reasoning for the transfer request, we do not question the truthfulness of the parent's characterization of the situation.
4. We have made the well being of the student the primary concern in transfer requests and have not taken into consideration the athletic impact to the high schools.
5. Placements of students in specific special education programs are decisions made at IEP meetings.

The Lake Oswego School District admits students to all the rights, privileges, programs and activities generally accorded or made available to all students in the schools . It does not discriminate on the basis of race, color, religion, sex, sexual orientation , national origin, marital status, age, or disability in administration of its educational policies, admission policies, athletic programs, or in any other way. This extension of privileges does not apply to the District's fee waiver and reduction program.

Complete the attached form and submit it to your resident school principal for review. If the resident principal supports your request, s/he will forward to the non-resident principal for review, who will then forward to the Assistant Superintendent for final review/action. If the resident principal does not support your request, s/he will forward your request to the Assistant Superintendent for final review/action.

**PARENT CHECK OFF:**

- I have completed all sections and signed the attached form.
- If requesting a transfer for more than one child, I have completed a separate form for each child.
- I have attached all necessary documentation to support my request for transfer.
- I have read and understand the District Guidelines and District Assumptions as they relate to transfers.



**LOSD School Transfer Request  
Secondary (Grades 6-12)  
School year: 2021-22**

<b>Return to:</b> Lake Oswego School District P.O. Box 70 Lake Oswego, Oregon 97034 Attn: Eden Armstrong armstroee@loswego.k12.or.us
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This is to request that the student named below be admitted or continue in attendance at the school shown below.  
(A separate form for each student must be completed.)

_____	_____	_____
Student Name	Current grade level	Grade level for year requested
_____		
Current Street Address	New Street Address (if applicable)	
_____		
City/State/Zip	City/State/Zip	
_____		
Parent/Guardian	Home Phone	Cell/Work Phone
_____		
Resident School	School in which attendance is requested	
_____		

Last resident school \_\_\_\_\_

- Has the student been optioned out to an alternative educational placement?  Yes  No
- Does student have an IEP?  Yes  No (if yes, please attached copy of IEP and evaluation)
- Is student currently identified as ELL (English Language Learner)  Yes  No
- Is student currently identified as TAG (Talented and Gifted)?  Yes  No

**Reason for request:** (Please use back of form if additional space is needed.)

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Resident School Principal Signature\* \_\_\_\_\_  Support  Do not support

Non-Resident School Principal Signature\* \_\_\_\_\_  Support  Do not support

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*Students whose parents do not reside within the Lake Oswego School District may be subject to a tuition fee if residence is not established and maintained according to district procedures.*

*\* Signature is NOT required for transfer requests due to in-district moves for current district students.*

**FOR DISTRICT USE ONLY**

**Approved**       **Denied**      **Comments:**

District Official Signature \_\_\_\_\_ Date \_\_\_\_\_