

## 2023-2024 INTER-DISTRICT TRANSFER REQUEST FOR NON-RESIDENT STUDENTS

**Transfer Request forms must be submitted via email to [mcruzan@creswell.k12.or.us](mailto:mcruzan@creswell.k12.or.us) or to the Creswell School District Office 998 A Street ,Creswell, by personal delivery, or regular mail Attn: Marilyn Cruzan**

**School buildings cannot accept nor forward transfer requests.**

### STUDENT INFORMATION (One student per form)

Legal Last Name: \_\_\_\_\_ Legal First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

Address: \_\_\_\_\_  
Street & Mailing City/ST Zip

DOB: \_\_\_\_\_ Grade Entering 2023-2024\* \_\_\_\_\_

Reason for Transfer (optional): \_\_\_\_\_

School student attended for the 2022-2023 school year: \_\_\_\_\_

Is the student currently under expulsion? Yes ☐ No ☐

If yes, what was the offense(s)? \_\_\_\_\_ Expulsion Ends: \_\_\_\_\_

Does the applicant have a sibling currently attending a Creswell school? Yes ☐ No ☐

If yes, name of sibling: \_\_\_\_\_ School sibling attending in 2022-23 \_\_\_\_\_

### PARENT/LEGAL GUARDIAN\*\* INFORMATION

Parent/Legal Guardian\*\* Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone (home): \_\_\_\_\_ Phone (cell): \_\_\_\_\_

By signing below, I acknowledge that Creswell Public School is not required and does not provide transportation for transfer students. I understand the transfer may be revoked if the student violates school and /or district rules and regulations, has irregular attendance or chronic tardiness, or if the information on this form is falsified. I acknowledge my student is not guaranteed a seat at a CSD school. Parents/legal guardians must provide transportation for approved transfer students to and from school, regardless of documented disability.

Additionally, by signing below, I acknowledge when enrolling, **all** students are required to provide proof of address. Suggested proof of address would be: Escrow papers/ rental agreement, current resident service bill (i.e., electric, gas, cable, garbage or water bill) and driver's license or State ID card. **\*\*Legal guardians are required to provide court documents appointing them guardian.**

Signature of Parent/Legal Guardian \_\_\_\_\_

Date \_\_\_\_\_

**Please save completed form and email to [mcruzan@creswell.k12.or.us](mailto:mcruzan@creswell.k12.or.us)**

*Typing name above and submitting form with your personal email address confirms your digital signature.*

### FOR DISTRICT OFFICE USE ONLY

|                                 |              |
|---------------------------------|--------------|
| <b>RESIDENT DISTRICT:</b> _____ |              |
| Approved _____                  | Denied _____ |
| Reason for denial: _____        |              |
| Superintendent/Designee _____   | Date _____   |

|   |              |
|---|--------------|
| <b>RECEIVING DISTRICT: CRESWELL #40</b> |              |
| Approved _____                          | Denied _____ |
| Reason for denial: _____                |              |
| Superintendent/Designee _____           | Date _____   |

\*CSD does not accept transfer requests from 12<sup>th</sup> graders.

\*\*Legal guardians are required to provide court documents appointing them as guardian.

Date Received: \_\_\_\_\_

## CRESWELL SCHOOL DISTRICT 40

### 2023-2024 CSD Non-resident Student Transfer Guideline Summary

**Transfer Request forms must be submitted via email to [mcruzan@creswell.k12.or.us](mailto:mcruzan@creswell.k12.or.us) or to the Creswell School District Office at 998 West A Street, Creswell by personal delivery or regular mail Attn: Marilyn Cruzan. School buildings cannot accept nor forward requests.**

*District transfer windows are open to incoming K-11 non-resident students wishing to attend a Creswell school.*

The following schools are available for students requesting a District (nonresident) transfer into the Creswell School District. Acceptance availability is based on class size.

#### SCHOOLS

Creslane Elementary  
Creswell Middle School  
Creswell High School

#### Non-resident Student Definition:

A non-resident student is any student whose parent(s)/legal guardian(s) reside outside Creswell School District attendance boundaries. **As per state law, students may not use addresses of family, friends, businesses or daycare to gain access into a school.** Residing temporarily in a school boundary to access a school does not establish residency.

#### Determination/Notification:

Per Oregon law 339.133(5)(a), all non-resident transfers must obtain consent from the resident district before enrolling in a non-resident district. Resident districts are required to provide a written reason for denying a student's release to a non-resident district. Once admission is accepted, Creswell School District will submit the application to the student's resident district for approval/denial. The requested district determines the length of the transfer. Once a determination has been made, the student's family will receive written notification of the approval or denial.

#### Special Notes:

- Students approved through any non-resident transfer are required to attend as full-time students.
- A transfer **will not** be considered to participate in extra-curricular or athletic activities.
- Students may not register for school or sign up for or practice with athletic teams or other activity groups in the requested school until the transfer is approved and eligibility is determined.
- **Families providing false information to access a school shall be immediately withdrawn and may be charged tuition.**
- A transfer may be revoked should the student's attendance fall below 90% and/or should the student's behavior fail to meet standards.
- Student's receiving a transfer revocation are not eligible to apply to transfer for one year.
- The parent/legal guardian\*\* must provide transportation for approved transfer students to and from school, regardless of documented disability.

Please contact Marilyn Cruzan at 541-895-6000 or [mcruzan@creswell.k12.or.us](mailto:mcruzan@creswell.k12.or.us), should you have questions.

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\*\*Legal guardians are required to provide court documents appointing them as guardian.