**Template Letter for Public:**

**School Transfer Website Letter**  
  
**Purpose:** Districts can customize this letter and post it to their website to share additional information with prospective transfers.

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Thank you for visiting our website to learn more about our student transfer policy. We appreciate your interest in [District], where we [insert a phrase related to your mission statement or your district motto]. We do our best to welcome additional students to our district whenever it is possible.

[District] makes decisions about student transfers in accordance with district policy and state law. You can download our comprehensive district policy below; however, we are providing the following information for your convenience:

* The state Department of Education requires that the following form be completed to apply for a transfer: [link]. Parents who need access to technology to print or complete the form can visit [list places in your district or community that can meet this need]. Paper copies of the form can also be picked up at [location].
* The district will begin accepting transfer applications for the [school year] on [date]. A decision about transfer requests will be sent to applicants by [U.S. mail or email] within 30 days of the district receiving their application.
* A decision about mid-year transfer requests will be sent to applicants by [U.S. mail or email] within 30 days of the district receiving their application.
* When a transfer is accepted by a district and parents are notified of the decision, they have 10 days to accept the transfer in writing.
* New student transfers are accepted on a first-come, first-served basis. Students who attended the district on a transfer during the [previous] school year will be automatically accepted – unless the transfer is denied for attendance or discipline issues. Additionally, the law gives preference to children of active-duty military personnel, the children of district employees and siblings of transfer students [if this in district board policy].
* To accept a new transfer, enrollment in the grade the parent requests must be under the district-established capacity. The district’s capacity and vacancy numbers for each grade and school can be found below.
* New transfers may be denied based on capacity, attendance and discipline issues.
* If the grade a student requests is over capacity, he/she will be offered the opportunity to be placed on a waiting list.
* Transfer students must abide by eligibility requirements established by the Oklahoma Secondary Schools Activities Association (OSSAA) for OSSAA-sanctioned activities.
* Transfer decisions may be appealed by [insert appeal process here].

If you have any questions about the transfer process, please contact [Name], [Title] at [phone number].

[Insert board policy]

[Insert link to form]

[Insert capacity and building information]