

# **WILBURTON PUBLIC SCHOOLS**

**1201 W Blair**

**Wilburton, OK 74578**

**OFFICE (918)465-2100 FAX (918)465-3086**

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## **OPEN TRANSFER REQUEST PROCESS**

A parent/guardian must give Wilburton Public Schools the authority to request all records including grades, previous discipline referrals, IEP information, attendance, and other relevant information. Adequate space (attendance numbers) must be available within the desired class (Exhibit A-WPS Transfer Policy).

### **Transfer Procedures:**

1. Transfer application completed, student information, request for records, etc.
2. Parent/Guardian and student will read and sign 'Cancel on Demand Policy'
3. Review of transfer application by administration and previous school(s) will be notified.
4. Determination of accepting or denying transfer application by Wilburton Schools.
5. Notification to parent/guardian of acceptance or denial, right to appeal notification.

## **CANCEL ON DEMAND POLICY**

Dear Parent or Guardian,

It is the policy of Wilburton Public Schools to have the authority to **CANCEL ON DEMAND** any transfer for reasons outlined in this policy. Cancellations may be appealed. You must agree to this policy before your transfer application will be reviewed by appropriate school personnel, and at that time, the student will be approved or denied open transfer status. This policy governs any student granted an open transfer. By signing this document, you and your student agree to this policy and its consequences.

The undersigned realizes the following conditions: 1) The student has the right by law to attend school in the district where they reside. 2) Wilburton Schools is not required to accept this transfer application based on information attained from previous district(s).

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(parent/guardian)

date

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(student)

date

Date of Original Transfer application review: \_\_\_\_\_

\_\_\_\_\_ APPROVED      \_\_\_\_\_ DENIED      REASON \_\_\_\_\_

**If Approved for Open Transfer**

The undersigned hereby agrees that if Wilburton Public Schools approves this transfer allowing the student to enroll in this District, the administration of Wilburton Public Schools has the **CONSENT** of the undersigned to **CANCEL** the transfer during any school year if:

- 1) The student fails to comply with student behavior rules set by the District, School, or Teacher.
- 2) The Parent or Student 18 years of age or older fails to promptly pay financial obligations owed to the district, including payments owed, but not limited to, school lunches, lost or damaged property, activity or fundraiser expenses.
- 3) The student does not have a valid excuse for repeated absences or truancy.
- 4) The student detracts from the education process of resident students.
- 5) Falsifying transfer documents or student records.
- 6) Any felony investigation.

The administration will notify the parent of a cancellation of transfer. The undersigned understands and agrees that with the determination of the administration that a cancellation of transfer may be appealed to the Wilburton Board of Education and if denied, the Oklahoma State Department of Education. **(OK State SB 793)**

By signing this agreement I affirm that I have read and understand the above conditions concerning acceptance of the transfer application and my consent to Wilburton Public Schools to cancel the transfer, if granted, for reasons stated above.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Parent/guardian signature)

\_\_\_\_\_  
(Student signature)

Cancellation Date, \_\_\_\_\_ by \_\_\_\_\_ (print)

Administration signature \_\_\_\_\_