

STUDENT TRANSFER APPLICATION INSTRUCTIONS

1. Read the “KREMLIN-HILLSDALE PUBLIC SCHOOLS – APPLICATION FOR TRANSFER” policy.
2. Complete “ATTACHMENT A’ – STUDENT TRANSFER APPLICATION FORM”
3. Read and sign “ATTACHMENT B’ – CANCELLATION OF TRANSFER” policy
4. Obtain a copy of applicants most current grades
5. Obtain a copy of applicants most current attendance register
6. Return the **completed application form, signed cancellation policy, most current grades, and most current attendance register** by delivering in person, mailing, faxing, or email.

If delivering in person, please deliver to:

Kremlin-Hillsdale Public Schools

High School: 705 5<sup>th</sup> Street, Kremlin, OK    OR    Elementary School: 605 5<sup>th</sup> Street, Kremlin, OK

If mailing, please mail to:

Kremlin-Hillsdale Public Schools

c/o School Administration

PO Box 198

Kremlin, OK 73753

If Faxing, Please fax to: (580) 874-4488

If emailing, please email to: [brashearsj@kremlin.k12.ok.us](mailto:brashearsj@kremlin.k12.ok.us)

7. For all other questions, please call the school at (580) 874-2281

**KREMLIN-HILLSDALE PUBLIC SCHOOLS  
APPLICATION FOR TRANSFER**

2. Transfer of Pupils

2.1 Transfer Procedure

In order that any student may be transferred, an application form specified by the Oklahoma State Board of Education must be completed by the parents of the student. ("Parent" means the parent of the student or person having custody of the student naturally or by order of the court system). The application shall be obtained from and filed with the superintendent of the Kremlin-Hillsdale School District. The Kremlin-Hillsdale Board of Education, or the appointed officer, shall approve or deny the application for transfer.

2.2 Criteria and Standards

In considering requests for student transfers into the Kremlin-Hillsdale School District, the board of education shall consider the requests on a first-come, first-serve basis. The school district does not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in English language, prior measure of achievement, or athletic ability. The school district will consider the availability of programs, staff, or space as criteria for approval or denial of transfers.

Kremlin-Hillsdale Public Schools will accept no transfer student who:

1. Is currently under suspension from another school district
2. Has not attended school regularly at another school district
3. Has been adjudicated as a delinquent or adult
4. Has already been granted a transfer during the current school year
5. Fails to complete the Application Form ("Attachment A")

(The resident district of the transfer applicant will be contacted for background information prior to any transfer approval)

2.3 Emergency Transfers

The Kremlin-Hillsdale Board of Education, or the appointed officer, may approve Emergency Transfers, if both the sending and receiving boards of education approve. The parent must begin the application process with the receiving district.

**An Emergency Transfer previously made may be cancelled with the administration of the receiving district. ("Attachment B")**



8. Is the student currently on suspension from the current school or has the student ever been suspended from school or placed in an alternative education program or setting for disciplinary reasons? (please circle) YES NO

If YES: For each suspension and alternative program or setting, state the school which suspended or placed the student, the nature of the offense, and approximate date of the suspension or placement.

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9. Has the student been adjudicated as a delinquent for an offense that is not a violent offense under relevant Oklahoma law? (please circle) YES NO

If YES: State the name of the court making the adjudication, the time of such adjudication, the nature of the offense, whether the student is still under any court supervision, and if so, the name of the person overseeing such supervision:

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10. Has the student been adjudicated as a delinquent for an offense that is a violent offense under relevant Oklahoma law? (please circle) YES NO

If YES, state and describe the offense:

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11. Has the student been convicted as an adult for an offense defined in relevant Oklahoma law as an exception to a nonviolent offense? (please circle) YES NO

If YES, state the name of the court in which the conviction was entered, the time of the conviction, the nature of the offense, the sentence imposed, whether the student is still under any court supervision, and if so, the name of the parole officer or other supervisor:

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12. Has the student been convicted as an adult for on offense defined in relevant Oklahoma law as a violent offense? (please circle) YES NO

If YES, state the name of the court in which the conviction was entered, the time of the conviction, the nature of the offense, the sentence imposed, whether the student is still under court supervision, and if so, the name of the parole officer or other supervisor.

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13. Has the student committed on school property, in school transportation, or at a school event a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or others? (please circle) YES NO

If YES, state the district attended when the act occurred, the approximate date of the act, and describe what occurred.

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14. Has the student possessed on school property, in school transportation, or at a school event an alcoholic beverage, low-point beer as defined by relevant Oklahoma law, a wireless telecommunication device, or been involved with missing or stolen property found to have been taken from a student, school employee, or the school? (please circle) YES NO

If YES, state for each separate act, the district attended when the act occurred, the approximate date of the act, and describe what occurred.

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15. Has the student possessed on school property, while in school transportation, or at a school event, a dangerous weapon or a controlled dangerous substance as defined by relevant Oklahoma law? (please circle) YES NO

If YES, for each separate act, state the district attended when the act occurred, the approximate date of the act, and describe what occurred.

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16. If the student has been identified as a child with a disability, this district will need to review all such records to make a reasonable determination of whether the district has the facilities, programs, staff, and space to implement the student's current or anticipated IEP, and, if preliminary approval of a transfer is made, to conduct the statutorily-required joint IEP conference with the resident district. Is the student currently, or has the student been, a child with a disability who received an Individualized Education Program? (please circle) YES NO

If YES, briefly describe the nature of the disability, the approximate time period in which the student has been or was under an Individualized Education Program (IEP), and the names of the school district which implemented the student's IEP.

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**“ATTACHMENT B”  
CANCELLATION OF TRANSFER**

Although a transfer into Kremlin-Hillsdale Public Schools has been granted to a student, the district retains the right to Cancel said transfer. A “transfer” may be cancelled at any time during a school term (year) if a student fails to comply in any of the following areas:

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 and lost or destroyed school property.
3. Failure to attend school.
4. Failure to make appropriate academic progress.
5. Immorality
6. Adjudication as a delinquent for an offense including, but not limited to, assault.
7. Possession of an intoxicating beverage, tobacco, controlled dangerous substance, or paraphernalia.
8. Possession of missing or stolen property belonging to a student, school, or school employee.
9. Possession of a firearm.
10. Area administratively deemed disruptive or detrimental to the Kremlin-Hillsdale School environment.

The undersigned agrees that if the District approves a transfer allowing the undersigned student to enroll in the Kremlin-Hillsdale School District, the administration of the District has the consent of the undersigned to cancel the transfer during the approved enrollment school year.

The undersigned also is informed that this consent to cancellation is a necessary component for enrollment and continued enrollment after transfer acceptance, and thus consent may not be withdrawn at any time, but the student or parent/guardian.

The undersigned also understands that although the administration will notify the parent/guardian and student of any cancellation, the determination of the administration to cancellation is final, and the undersigned will have no right to appeal the determination. All educational records will be sent to the student’s resident school district or to such other school district as the undersigned directs.

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

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

\_\_\_\_\_  
Signature of parent/guardian of transfer applicant

\_\_\_\_\_  
Printed name of parent/guardian of transfer applicant

\_\_\_\_\_  
Signature of transfer applicant (student)

\_\_\_\_\_  
Printed name of transfer applicant (student)

\_\_\_\_\_  
Signature of Superintendent of Kremlin-Hillsdale Public Schools

\_\_\_\_\_  
Printed name of Superintendent of Kremlin-Hillsdale Public Schools

# Student Transfers Application Form



RECEIVING DISTRICT (TRANSFER TO)

2022-2023  
SCHOOL YEAR

COUNTY NAME

DISTRICT NAME

SITE REQUESTED\*\*

SENDING/RESIDENT DISTRICT (TRANSFER FROM)

COUNTY NAME

DISTRICT NAME

SITE NAME

## STUDENT INFORMATION

FIRST NAME

MIDDLE NAME

LAST NAME

BIRTH DATE: (MM/DD/YYYY)

GRADE LEVEL IN TRANSFER YEAR

10-DIGIT STATE ID STATE TESTING NUMBER (STN) obtained from your child's school and starts with 1-0-0.

Check here if the student is currently enrolled in Homeschool/Private School, the student is moving into Oklahoma from another state or country, or the student has never attended a public school in the State of Oklahoma.

Is the student being served on an Individual Education Program (IEP): \_\_\_\_\_

Yes  No

DATE OF IEP MEETING

Receiving District: If above answer is "yes" a representative from both districts must be Present for an IEP conference to discuss the student's IEP needs. Applicable records must be submitted from the student's last school to the receiving district and shall be maintained by both districts in accordance with federal and state laws.





Sending District: A request for education records of a student who was enrolled in the district shall be fulfilled within three business days of the request. The records should include the student's disciplinary records and attendance information.

Please Note: An "IEP Service Agreement" does not constitute a transfer under the Education Open Transfer Act and should not be formalized by using this form.

\*\*This question is to assist the receiving school in referencing capacity at the site that would be your preference. This is not a guarantee that capacity is available there.

**PARENT/LEGAL GUARDIAN MUST COMPLETE AND SIGN**

\_\_\_\_\_  
FIRST AND LAST NAME

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
ZIP CODE

\_\_\_\_\_  
HOME PHONE

\_\_\_\_\_  
ALTERNATIVE PHONE

1. Is the parent/legal guardian requesting this open transfer a Teacher\* employed by this receiving district?

Yes  No

A teacher is any person who is employed to serve as a district superintendent, principal, supervisor, counselor, librarian, school nurse, classroom teacher, or a school employee in any other instructional supervisory/administrative capacity.

2. Is the parent/legal guardian requesting this open transfer a member of the active uniformed military Services of the United States and on full time active-duty status or active-duty orders?

Yes  No (If yes, provide active-duty documentation.)

3. Is the student currently in foster care?  Yes  No (If yes, provide Foster Care Documentation.)

4. Is the student currently home schooled?  Yes  No

Pursuant to the provisions of the statutes of the State of Oklahoma, and the rules and regulations of the State Board of Education, this application is hereby made to permit the child listed on this form to transfer from their resident Sending District to the Receiving District as indicated on this form. The parent/guardian applicant verifies by their signature (below) that they are the custodial parent or legal guardian of the child



listed above and hereby acknowledges that if this transfer is approved, the parent/guardian shall be bound by the Compulsory School Attendance Laws of Oklahoma rules and regulations of the Receiving District named on this transfer application. Further, as the parent or guardian of the minor student named above, I acknowledge, agree, understand that pursuant to the Oklahoma Education Open Transfer Act 70 O.S. S 8-101.2 the Receiving School may deny the request for transfer based on a lack of capacity, an incident of student discipline as outlined in 70 O.S. s24-101.3; unexcused absences in 70 O.S. S8-101.3; and/or as a result of the student have a history of absences, which is defined as ten or more unexcused absences in one semester. 70 O.S. S8-101(AB). As such, I hereby authorize the Receiving District to access the education records of the student this transfer application is submitted on behalf of, however, the authorization to access the education records is limited to those reasonably related and necessary to student discipline and attendance data.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

**District Use Only**

District has three business days to upload this transfer request into the transfer system. If there is documentation form question 2 or 3 above, please retain this information to upload into the transfer System.

Received by: \_\_\_\_\_  
DISTRICT EMPLOYEE RECEIVING

District: \_\_\_\_\_  
NAME OF DISTRICT

at \_\_\_\_\_ on \_\_\_\_\_ Approved  Denied

