

## 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    ElementarySchool: 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")**

**“ATTACHMENT A”  
STUDENT TRANSFER APPLICATION FORM**

Completion of this form is required of each application for transfer. Failure to fully and truthfully complete and timely submit this form to the Kremlin-Hillsdale Public School District will result in denial of the transfer. Completion of this form will be in addition to completion of any form required by the Oklahoma State Board of Education.

**(Please Print)**

1. Full name of student as it appears on the student’s birth certificate:

\_\_\_\_\_

First Middle Last

2. Date of student’s birth: \_\_\_\_\_

3. Current address of student: \_\_\_\_\_  
Street, Box Number

\_\_\_\_\_

City, State, Zip Code

4. Full names and phone numbers of parent, guardian, or custodian of the student:

\_\_\_\_\_

Parent/Guardian/Custodian Name Phone

\_\_\_\_\_

Parent/Guardian/Custodian Name Phone

5. Educational History of the student:

- a. School district in which the student currently resides: \_\_\_\_\_

- b. School in which the student is currently enrolled, if different from above

\_\_\_\_\_

- c. If the student has not exclusively attended the school district in which the student is currently enrolled, list the name of each school district and addresses, if known, in which the student has ever enrolled:

\_\_\_\_\_

School, Address Grades, Dates of Attendance

\_\_\_\_\_

School, Address Grades, Dates of Attendance

6. Current or last completed grade of student: \_\_\_\_\_ Grade in which student desires to enroll: \_\_\_\_\_

7. Has the student had a disciplinary record for violating school regulations? (please circle):        YES        NO

If YES, state the school(s) in which each violation occurred and approximate date(s) of violation(s):

\_\_\_\_\_

\_\_\_\_\_

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

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Printed name of Superintendent of Kremlin-Hillsdale Public Schools