Permissive Transfer

When a family moves to another school attendance area within Oak Park, but wishes to remain at the school their student has been previously attending, a permissive transfer may be granted for elementary and middle school students. Requests for permissive transfers will be considered on a case by case basis, following the guidelines outlined below. Such requests must be submitted to the District Registrar via this form no later than June 1st for the upcoming school year. **No request will be considered after June 1st.**

**District Guidelines:**

- When the request is due to a change in address/residence within Oak Park for an elementary student, the student must have already completed three (3) consecutive years at the school where they wish to remain in order for the request to be considered.
  - Requests for younger siblings who have not yet completed three consecutive years at the school, including incoming kindergartners, will only be considered if the older sibling has already been granted a permissive transfer and is also attending that school for the requested transfer year. When requests for multiple siblings are submitted at the same time, the oldest student’s application will be reviewed first and must be granted in order for the younger siblings’ application to be considered.
  - The parent/guardian will need to complete a new permissive transfer request form for middle school placement. Approval of a permissive transfer request for elementary school does not guarantee approval of a subsequent request for middle school.

- When the request is due to a change in address/residence within Oak Park for a middle school student, the request may be made in any year.

- Permissive transfer requests go through a two-step approval process:
  - **Step 1:** The district registrar will first review the request to ensure that it meets the district guidelines outlined in this document. If not, the registrar will notify the parent/guardian that the request has been denied.
  - **Step 2:** Permissive transfer requests that have passed the registrar’s review will then require a recommendation by the building principal at the school where the student is requesting to remain/attend. The recommendation of the building principal will be made in August, before the start of school when enrollment and staffing projections are closer to being finalized. The principal will consider the following factors: 1) the student’s attendance record; and 2) the school’s projected staffing and enrollment data for the upcoming school year. The building principal may seek input from additional school staff.

- If granted, an elementary student permissive transfer will remain in effect until the student completes fifth grade. A middle school student permissive transfer will remain in effect until the student completes eighth grade. However, all approved permissive transfers will be reviewed annually. The District reserves the right to revoke any approved permissive transfers if the student:
  - does not remain a resident of Oak Park; or
  - becomes chronically truant as defined by ISBE (nine or more unexcused absences), or
  - has excessive absenteeism as defined by ISBE (eighteen or more absences for any reason), or
  - is chronically tardy (nine or more tardies), and
  - it is determined that attendance at the student’s neighborhood school is a necessary supportive measure.
• Regular education transportation will not be provided for any permissive transfer student.

Steps:

1. The parent /guardian must complete the Permissive Transfer Request Form on the next page and provide an explanation of how the request meets the district’s guidelines above, and submit it to the District Registrar.

2. The District Registrar will review the request to determine whether it meets the district guidelines above.

3. In August, the building principal at the school where the student wishes to remain/attend will review the request and consider the following factors: the student’s attendance record, building enrollment and staffing projections for the upcoming school year. The building principal will then provide a recommendation to the District Registrar.

4. The District Registrar will notify the parent/guardian, in writing, of the decision regarding the request for permissive transfer by mid-August (i.e. on or around August 15).

5. The parent/guardian may appeal the finding to the Associate Superintendent of Education whose decision is final.
Permissive Transfer

Oak Park Elementary District 97
Permissive Transfer Request

Student Name ________________________________ Parent/Guardian Name ________________________________

Home Address ________________________________ Phone ______________ Phone ______________

Neighborhood School __________________________ Current Grade ________ Entering Grade ________

Requested School to attend/remain

Eligible for or receiving Special Education Services?

YES ________ NO ________

The need for a Permissive Transfer must be based on one of the following; please mark the checkbox below that best describes the basis for your request. **Mark only one box.**

- [ ] Elementary student’s address has changed but the student already attended the requested school for three consecutive years
- [ ] Middle school student’s address has changed
- [ ] Student was already granted a permissive transfer for elementary school and requests to continue with peers for middle school
- [ ] Student has a sibling already attending the requested school under a prior approved permissive transfer (PT)*
- [ ] Student has an elementary sibling who already attended the requested school for three consecutive years and is also requesting an elementary PT*

*Sibling’s name and grade

Please describe the basis for your request for this student:

________________________________________________________

________________________________________________________
• Parent must complete the appeal form and submit it within 7 days of being notified that the permissive transfer was not granted