

In-District Student Transfer Appeal Process

The Hillsboro School District is committed to serving and supporting its students and families. Sometimes, this means allowing students to attend a school other than their resident school. Each December, the District publishes a transfer process timeline that details the dates within which transfers for the following school year will be considered. The District also reviews emergency or hardship transfers for the current year on an as-needed basis.

The procedure is as follows:

- Family completes an in-district transfer request.
- Communications department staff process the paperwork, log the request in our student information system, and forward to principals for review according to pre-established timelines.
- If the student is on an individualized education plan (IEP), the request is initially reviewed by Student Services before being sent to the principals.
- Once these determinations have been made, Communications staff prepare a written notification of the decision, indicating any reasons or special conditions* that may have been provided by the principals, and mail it to the family. (*Please note that if the request is denied, the letter may only provide general reasons for the denial.)

If the request has been approved, it is the responsibility of the family to abide by any special conditions that have been noted in the approval letter, including providing their own transportation. Please note that a student's transfer may be revoked at the principal's discretion if they fail to meet attendance, academic, and behavior expectations.

If the request has been denied by Student Services, the family may contact Student Services to discuss the matter to determine if there are any other options for the student.

If the request has been denied by one or both of the principals involved, the family may reach out to the principal(s) to share additional information and/or to request an opportunity to discuss the matter and have it reconsidered.* (*Please note that denials due to capacity typically cannot be appealed.)

If the denial is upheld by the principal(s), the family may appeal in writing (e-mail, mail, fax, or drop off a letter to the Administration Center at 3083 NE 49th Place, Hillsboro, OR 97124) to the administrator who oversees their school.

The presiding administrator will schedule a time to talk to the family about their appeal. They may then need to conduct some additional fact-finding before they make their determination. That determination will be shared with the family via letter; however, a preliminary response will also typically be provided via phone, e-mail, or in person. If the denial is upheld, at least one reason will be provided.

The presiding administrator's determination is final with no further appeal steps available. The family is, however, welcome to apply for a transfer to a different school, if they wish.