



I. Purpose

This Administrative Directive supports Policy 4.10.040-P, Inter-district Transfers, which states that the district has a responsibility to provide families and students with timely and accurate information so that they can make informed inter-district transfer decisions, and to work cooperatively with other school districts to support families in the decision-making process.

This administrative directive does not apply to Charter Schools, Community-Based Alternatives or other inter-agency agreements to provide educational services.

II. Definitions

Non-Resident Student: A student whose home residence is outside the Portland Public Schools boundary.

Inter-district transfer agreement: A written contract between PPS and another Oregon district giving permission for state funds associated with a non-resident student to be transferred to PPS.

Inter-district transfer release: A written contract between PPS and another Oregon district giving permission for state funds associated with a PPS student to be transferred to the district in which the student is enrolled.

III. Options for non-resident student enrollment

A. Inter-district Agreement Process

PPS may allow non-resident students to enroll in PPS schools through the following annual process:

1. The School Board will decide each year the number of new non-resident students to accept through the standard inter-district transfer process.
2. Students who move out of the PPS district boundary during the school



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year may remain in their PPS school to complete the year, but must receive permission from their new resident district and from PPS in order to remain enrolled in PPS the following school year.

3. Students who move out of PPS between school years may remain enrolled in PPS for the coming school year, but must receive permission from the new resident district and from PPS in order to remain enrolled in PPS the following school year.

4. Non-resident students approved to transfer into PPS through the standard inter-district process must also receive permission from their resident district prior to enrolling for the following school year.

5. PPS Students who received permission from their resident district to enroll in one school do not need to seek permission again to change to a different school.

6. Non-resident students attending PPS schools through standard inter-district transfers retain the same rights as resident students for educational matters such as evaluation for special education services and the right to request transfer to a different PPS school.

7. An application for standard inter-district transfer into Portland Public Schools will be available each spring through the district's website and the Enrollment and Transfer Center. Students who are enrolled in PPS schools and who have moved out of the PPS boundary will be notified in writing about the application process.

8. The Enrollment and Transfer Center will work with school leaders to determine seats available to enroll non-resident students. Some schools may be closed to non-resident transfer students.

9. PPS may request only the following information from standard inter-district transfer applicants: name, contact information, date of birth, grade level, and information related to expulsions. Families may provide optional



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information about a child's current school and sibling status. Other information that families volunteer to provide will not be used during the standard inter-district transfer process, unless the transfer request qualifies as an emergency as described in section B.

10. Non-resident families will not be required to participate in school tours or sign statements of understanding, in order to be considered for inter-district transfer.

11. If there are more applicants than seats, priority for approval will be given to the following categories of non-resident applicants:

a. Students currently enrolled in a PPS school who are requesting a standard inter-district transfer to remain in the same school for the coming school year.

b. Students currently enrolled in PPS who have reached the highest grade at their current schools and are requesting standard inter-district transfer to attend schools offering the next grade level for the coming school year.

c. Siblings of students currently enrolled in a PPS school who are requesting a standard inter-district transfer to enroll at the school attended by their sibling(s).

d. Students who are not currently enrolled in a PPS school who are requesting a standard interdistrict transfer to a school that has space.

12. When needed, random lottery numbers will be used as the final tie-breaker among standard inter-district transfer requests.

13. Students who are not approved because of limited seats may be offered a seat at a later time if an approved student forfeits his or her seat. The order by which students will be offered a seat at a later time will be determined first by the priorities listed above and then random lottery numbers.



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14. Standard inter-district agreements may be revoked if students do not maintain minimal attendance or behavior standards.

a. Attendance conditions that could lead to a standard inter-district transfer being revoked include:

i. Absenteeism of greater than 10% in any two grading periods,

ii. Instances of late arrival on more than 15% of days in any two grading periods, and/or

iii. Absenteeism for ten or more consecutive days.

b. Behavioral incidents that could lead to a standard inter-district transfer being revoked include suspension, expulsion, or more than one instance of in-school suspension.

B. Emergency Inter-district transfer

PPS may request or obtain additional information and give consent to transfer without following the standard inter-district transfer process in the event of an emergency to protect the health, safety or welfare of the student, or hardship as defined in Oregon Administrative Rule [581-021-0019](#). The Enrollment and Transfer Center provides information and makes decisions regarding emergency transfer requests, in consultation with school administrators and representatives of the Office of School Performance. Decisions made by the Enrollment and Transfer Center and Office of School Performance are final and there is no appeal from this decision.

C. Tuition agreements

Non-resident students may enroll in PPS schools through tuition agreements.

1. Annual tuition rates will be set based on the Average Daily Membership rate that PPS receives from the State of Oregon.

2. The Enrollment and Transfer Center Director will decide all requests for



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enrollment through tuitions agreement, with input from principals at the requested schools.

IV. Options for resident students to enroll in other districts

A. Resident students who wish to enroll in other districts through tuition agreements do not need to seek consent from Portland Public Schools.

B. In accordance with HB 2747 (2013) HB 4007 (2014) and SB 709 (2015), PPS students may apply through the standard inter-district transfer process for permission to enroll in a different school district. Inter-district transfers are governed by Division 21, and so appeals of inter-district transfer denials will not be heard as Division 22 formal complaints.

1. The School Board will determine the number of students who will be allowed to transfer to other districts through the standard inter-district transfer process each year. In setting that number, the Board will take into consideration the overall number of resident students who have transferred out of PPS through standard agreements.

2. The application for transfer out of Portland Public Schools will be available on the District's website and at the Enrollment and Transfer Center.

3. PPS may request only the following information from standard inter-district transfer applicants: name, contact information, date of birth, grade level, and information related to expulsions. Families may provide optional information about a child's current school and sibling status. Other information that families volunteer to provide will not be used during the standard inter-district transfer process, unless the transfer request qualifies as an emergency as described in section B.

4. If there are more applicants for transfer to other districts than the number of releases approved by the Board, priority for approval will be given in the following order:

a. Students currently enrolled in the district in which they are requesting permission to remain through a standard inter-district



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transfer.

b. Siblings of students currently enrolled in different districts who are requesting standard inter-district transfer to enroll in the same district as their sibling(s).

c. Students who are not currently enrolled in a different district.

5. When needed, random lottery numbers will be used as the final tie-breaker among standard inter-district transfer requests.

6. Students who are not approved to transfer to a different district because of limited slots may be offered a slot at a later time if an approved student forfeits his or her slot. The order by which students will be offered seats at a later time will be determined first by the priorities listed above and then by random lottery numbers.

Legal references: ORS 339.133, ORS 326.051, HB 3681 (2011) HB 2747 (2013), HB 4007 (2014), SB 709 (2015)

History: Adopted 8/2002; Revised 5/2017; Amd 2/2022