

**Portland Public Schools**  
**PETITION TRANSFER PROCESS**  
**FOR PORTLAND PUBLIC SCHOOL RESIDENTS ONLY**

Use this form to request transfer out of a child's current/assigned school and into:

- A different neighborhood school or
- Some focus option grade levels during the lottery and all focus options after the lottery closes.

**Process:** A basic principle of the petition process is that every school must strive to meet the needs of students assigned there. The petition system is an opportunity for problem solving:

- Families explain why their child's needs are not met at the neighborhood school and/or how transferring to a different school would remedy this.
- The family's neighborhood school weighs in about whether the school can remedy the family's concerns and meet the child's needs.
- The petition is granted when there is confirmed evidence that a student's health, safety or educational development would be better served at another school, and when space is available at that school.
- A child should continue to attend their current/assigned school while a petition transfer request is under consideration.
- If space is not available at any of the requested schools, ETC staff may suggest other schools with space available for a transfer student.
- If a petition transfer is approved, transportation will generally be the responsibility of the family.
- Petition transfer requests are processed in the order received. Decisions for requests received during the lottery transfer cycle will be made approximately six weeks of when the transfer cycle closes. Following the transfer cycle, decisions generally take between one and three weeks, depending on volume.

**Review:** The petition review process considers the input of families, schools, students:

- All petitions are reviewed by at least three staff members - in the PPS Enrollment & Transfer Center and in the schools in question.
- Staff determines if the concerns expressed by the family as a reason to transfer are founded, and if there is space to accommodate the student at the requested school.
- The director of the PPS Enrollment & Transfer Center grants or denies each petition.
- If a transfer is not granted, a family can appeal. A senior director in the Office of School Performance reviews the information and conducts interviews as needed before issuing a final decision.

**Reasons for transfer:** Common transfer reasons include childcare, physical risk to a child at a school, and sibling considerations, among others. PPS staff will consider any reason for transfer. The chart below illustrates the scale for determining whether a reason for transfer will be considered valid:

Petition factors for consideration	Highest chance of being accepted as a reason for transfer	Lowest chance of being accepted as a reason for transfer
Quality of evidence confirming hardship	<u>Verification</u> of a threat or hardship by schools or other staff with direct knowledge of circumstances	Threat, hardship or need <u>cannot be verified</u>
Endorsement from current/neighborhood school	Current school <u>is aware</u> of situation <u>and agrees</u> that transfer is best option to remedy concern	Current school <u>is unaware</u> of situation and/or <u>has remedies available</u> to address situation
Sibling/family member status	A co-enrolled sibling <u>attends</u> the requested school. Highest priority given to students placed for special education services	Co-enrolled sibling <u>cannot be verified</u>
Alignment with offerings at requested school	Requested school <u>offers</u> a program, service or learning environment <u>important</u> for a student's success and <u>unavailable</u> at the neighborhood school	Requested program, service or learning environment is <u>not offered at requested school or is offered at current school.</u>
Space available at requested school	Requested school is <u>student's neighborhood school</u>	Class-sizes at requested grade are <u>at or above district average</u>
Space at current school	The current/neighborhood school is <u>overcrowded</u>	There is <u>considerable room for new students</u> at the current school

**Please complete the petition request form on the back of this page and return with any additional documentation to the Enrollment & Transfer Center.**

**2015-2016 PETITION TRANSFER REQUEST FORM**

Student Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ M.I.: \_\_\_\_\_

Birth Date: \_\_\_\_\_  F  M Pupil ID#: \_\_\_\_\_ Grade for 15-16 school year: \_\_\_\_\_

Student Address: \_\_\_\_\_  
Street Apt. # City State Zip

If student is in foster care: Caseworker Name: \_\_\_\_\_ Phone \_\_\_\_\_

Is your student receiving any of the following services?  Talented & Gifted  Special Education (SPED)  
 English Language Learners (ELL)  504 accommodations  Other \_\_\_\_\_

What is the student's current or last attended school? \_\_\_\_\_ Grade: \_\_\_\_\_

What is the student's neighborhood school? \_\_\_\_\_

If you have a student attending the requested school, who will continue there next year, list below:

Co-enrolled Sibling Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ Pupil ID#: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent  Guardian Address: \_\_\_\_\_  
(check one) Street Apt. # City State Zip

Home Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Parent Name(s): Last: \_\_\_\_\_ First: \_\_\_\_\_

Last: \_\_\_\_\_ First: \_\_\_\_\_

**WHAT IS THE REASON FOR REQUESTING A PETITION TRANSFER?** You must explain why you believe this is an extraordinary circumstance. Please attach documentation to support your request.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**How/when have you worked with the administrator of your child's current school to resolve these issues? Please describe the outcome.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please list up to three schools/programs that you believe would meet your student's needs.**

School #1 \_\_\_\_\_ School #2 \_\_\_\_\_ School #3 \_\_\_\_\_

If you are applying to an Immersion program, has your child been speaking and listening with parent/guardian the immersion language since birth? YES \_\_\_ NO \_\_\_

My signature indicates I have read and understand the petition transfer process.

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date

**Enrollment and Transfer Center:**  
501 N Dixon St, Suite 140, Portland OR 97227  
Email: [enrollment-office@pps.net](mailto:enrollment-office@pps.net)

**Mailing Address:**  
P.O. Box 3107, Portland, OR 97208-3107  
Telephone: 503-916-3205 Fax: 503-916-3699