



Thank you for visiting our website to learn more about our student transfer policy. We appreciate your interest in Coweta Public Schools where we strive to make sure every child is college or career ready. We do our best to welcome additional students to our district whenever it is possible.

Coweta Public Schools makes decisions about student transfers in accordance with district policy and state law. You can download our comprehensive district policy on our website however we are providing the following information for your convenience:

- The state Department of Education requires that the following form be completed to apply for a transfer: ([Transfer Form](#)). Parents who need access to technology to print or complete the form can visit our Educational Services Center located at 14540 S. 302<sup>nd</sup> E. Ave Coweta, OK 74429.
- Those applying for the 2021-22 school year can begin applying after January 1<sup>st</sup>.
- Parents applying for the 2022-23 school year won't be able to apply until July 1<sup>st</sup>, 2022. Decisions about transfers for the 2022-23 school year will be made by August 1<sup>st</sup>, 2022. We will contact parents directly about the approval status of their child's transfer.
- Mid-year transfer requests will be considered within 5 days of the district receiving the application.
- New transfers are accepted on a first-come, first-served basis. Students who attended the district on a transfer during the 2021-22 school year will be automatically accepted pending approval from the district. The law also gives preference to children of active-duty military personnel.

- To accept a transfer, enrollment in the grade the parent requests must be under the district-established capacity. The district's capacity and vacancy numbers for each grade and school can be found on our website.
- Transfers may be denied based on capacity, attendance and discipline issues.
- Transfers for siblings must be considered separately.
- If the grade a student requests is over capacity, he/she will be offered the opportunity to be placed on a waiting list.
- Transfer students must abide by eligibility requirements established by the Oklahoma Secondary Schools Activities Association (OSSAA) for OSSAA-sanctioned activities.
- Transfer decisions may be appealed to the school board. You can find more information about the appeal process in the policy which can be found on the website.

If you have any questions about the transfer process, please contact Max Myers, Assistant Superintendent at 918-486-6506.