

Thank you for visiting our website to learn more about our student transfer policy. We appreciate your interest in Twin Hills Public School, where we are committed to excellence through our students, curriculum, staff, facilities, and community. This commitment, we believe, will ensure the opportunity for all students to become successful, contributing world citizens. We do our best to welcome additional students to our district whenever it is possible.

Twin Hills Public School makes decisions about student transfers in accordance with district policy and state law. You can view our comprehensive district policy below; 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:  
<https://sde.ok.gov/sites/default/files/Student%20Transfer%20Application%20Form-Updated.pdf> Parents who need access to technology to print or complete the form can visit the office, where paper copies of the form can also be picked up.
- Application for the 2022-23 school year will be accepted beginning March 1, 2022. A decision about transfer requests will be sent to applicants by mail or email within 30 days of the district receiving the application.
- Decisions about mid-year transfer requests will be sent to applicants by mail or email within 30 days of the district receiving their application.
- When a transfer is accepted by a district and parents are notified of the decision, they have 10 days to accept the transfer in writing.
- 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 after the receipt of the new transfer paperwork, and 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 below.
- 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 if a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the board of education. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. If notice is after the deadline for posting, the board shall consider the appeal at a special meeting of the board of education.

During the appeal, the board will review the action of the administration to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall vote to overturn the denial and the transfer will be granted. This will be a paper appeal and will include the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education. If you have any questions about the transfer process, please contact the principal or superintendent for Twin Hills Public School.

GRADE	CAPACITY	AVAILABLE
PK	40	17
K	40	8
1	40	8
2	40	9
3	40	4
4	40	9
5	40	8
6	40	5
7	40	5
8	20	1

\*THS is over capacity for students on IEPs.

[TRANSFER POLICY BOARD APPROVED.pdf](#)

