



## CENTRAL PUBLIC SCHOOLS

108089 S 4670 RD  
Sallisaw, OK 74955-8587  
Phone: 1(918)775-5525



High School Principal – John Speir

Superintendent – Larry G. Henson

Elem Principal – Beverly Cawhorn

### TRANSFER INFORMATION FOR PARENTS

Thank you for visiting our website to learn more about our student transfer policy. We appreciate your interest in Central Public Schools. We do our best to welcome additional students to our district whenever it is possible.

Central Schools makes decisions about student transfers in accordance with district policy and state law. We are providing the following information for your convenience. Our full comprehensive policy can be found on our website under the **ENROLLMENT Tab** at <https://www.centralps.k12.ok.us>.

The State Department of Education requires that a Request for Transfer Form be completed to apply for a transfer. Parents who need access to technology to print or complete the form can visit our site principals' offices for assistance. Paper copies of this form can also be picked up at these locations during business hours or downloaded from our website at <https://www.centralps.k12.ok.us>. Transfer applications must be hand delivered in person to our Elementary or High School principal's office.

Decisions about transfers for the upcoming school year will be made after July 1. We will contact parents directly about the approval status of their child's transfer request.

Mid-year transfer requests will be considered within 5 business days of the district receiving the application. The previous school attended must confirm the student's attendance, discipline, and grade records before a final decision can be made.

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 automatically be accepted pending approval from the district. Siblings of an attending student will be considered priority as well.

The new law 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 grade capacity can be found in the Central Public School Transfer Policy 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 by submitting a written request for an appeal of denial within ten days of notification of denial to the Central Board of Education. Submit written appeal request to Central Public School, Office of the Superintendent, 108089 S 4670 RD, Sallisaw, Oklahoma 74955 or in person to the Office of the Superintendent during regular business hours at the same address.

For complete Student Transfer information including current class size capacity, transfer application, appeal process and waiting list information see our district web site, under the **ENROLLMENT Tab**, <https://www.centralps.k12.ok.us>.

Please contact the Elementary or High School Principal's office during business hours at 1(918)775-5525 if you have any questions about the transfer process and to receive current class size availability.

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