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

Cashion Public Schools makes decisions about student transfers in accordance with district policy and state law. You can download 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: [link]. Parents who need access to technology to print or complete the form can visit the libraries located in Guthrie or Kingfisher. Paper copies of the form can also be picked up at Cashion Public Schools Administration Office.
* The district will begin accepting transfer application for the 2022-2023 on [date]. A decision about transfer requests will be sent to applicants by US mail or email within 30 days of the district receiving their application.
* A decision about mid-year transfer requests will be sent to applicants by [US 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 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. During the appeal, the board will review the action of the administration and the appeal paperwork submitted by the parent of the student 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 return to open session to 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 you have any questions about the transfer process, please contact your students building principal at 405-433-2741.

Cashion Public Schools Transfer Policy and Transfer Forms can be found at website below.

https://www.cashionps.org/vnews/display.v/SEC/Student%20Transfer%20Information

**Cashion Public Schools Capacity**

The district has a capacity of **35** in Grade Pre-K at Cashion Elementary School.

The district has a capacity of **50** in Grade Kindergarten at Cashion Elementary School.

The district has a capacity of **57** in Grade 1 at Cashion Elementary School.

The district has a capacity of **37** in Grade 2 at Cashion Elementary School.

The district has a capacity of **45** in Grade 3 at Cashion Elementary School.

The district has a capacity of **50** in Grade 4 at Cashion Elementary School.

The district has a capacity of ­­**44** in Grade 5 at Cashion Middle School.

The district has a capacity of **44** in Grade 6 at Cashion Middle School.

The district has a capacity of **57** in Grade 7 at Cashion Middle School.

The district has a capacity of **46** in Grade 8 at Cashion Middle School.

The district has a capacity of **41** in Grade 9 at Cashion High School.

The district has a capacity of **48** in Grade 10 at Cashion High School.

The district has a capacity of **43** in Grade 11 at Cashion High School.

The district has a capacity of **55** in Grade 12 at Cashion High School.