



Virtual Preparatory Academy of Oklahoma Open Transfer Policy

Effective January 1, 2022, the lawful transfer of a student from the district in which the student resides to Virtual Preparatory Academy of Oklahoma (VPA of OK) shall be granted at any time in the year unless the number of transfers exceeds the capacity of the district as set forth herein.

Student Transfer

A student may be granted a one-year transfer and may continue to attend the statewide virtual charter school each school year to which the student transferred with the district’s approval. At the end of each school year, the district may deny the continued transfer of the student for the reasons outlined in this policy.

Transfer Capacity

The VPA of OK’s Board of Education hereby adopts a policy to determine the number of transfer students the district has the capacity to accept in each grade level for each school site. The Board, at this moment, determines that the capacity of the district is:

VPA of Oklahoma Maximum Enrollment

Grade Levels	2023-24	2024-25	2025-26	2026-27	2027-28
Grades Served	K-8	K-10	K-11	K-12	K-12
K	65	105	150	165	220
1	60	100	135	180	200
2	50	95	130	165	220
3	45	75	125	160	220
4	45	80	105	155	205
5	50	80	110	135	190
6	55	75	110	140	170
7	60	85	105	140	175
8	70	95	115	135	170
9	0	105	145	175	200
10	0	105	135	165	195
11	0	0	135	155	185
12	0	0	0	130	150
K-5 Totals Above	315	535	755	960	1255
6-8 Totals Above	185	255	330	415	515
9-12 Totals Above	0	210	415	625	730
Totals Above	500	1000	1500	2000	2500

The Board shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site in the district by the first day of January, April, July, and October of each year. The capacity limits herein shall continue until the Board takes further action.

Student Transfer Application

[Oklahoma Student Transfer Application Form](#)

The form made available by the [Oklahoma State Department of Education](#)

For a printed copy, please contact the VPA of Oklahoma Office.



Grounds for Transfer Denial

The Board further determines that in addition to any capacity limitation regarding transfers, the district may deny a transfer for the following reasons: (1) the acts and reasons outlined in Section 24-101.3 of Title 70 of the Oklahoma statutes may be a basis for denial of a transfer; (2) history of absences may be a basis for denial of a transfer. For this policy, “history of absences” means ten or more absences in one semester that are not excused for the reasons provided in subsection B of Section 10-105 of Title 70 of the Oklahoma Statutes or due to illness.

Transfer Publication

The Board hereby directs the Head of School to (1) publish in a prominent place on the district website the number of transfer students for each grade level (elementary, middle, and high) that the district has the capacity to accept; and (2) report to the State Department of Education (“SDE”) the number of transfer students for each grade level (elementary, middle, and high) that the district has the capacity to accept.

Appeals

If the Head of School denies a transfer request, the student’s parents may appeal the denial within ten (10) days of notification of the denial to the Board. The Board shall consider the appeal at its next regularly scheduled board meeting. If the Board denies the appeal, the parent may appeal the denial within ten (10) days of notification of the denial to the State Board of Education (“SBE”). The parents shall submit to the SBE and the Head of the School a notice of appeal on a form prescribed by the SBE.

Reporting of Transfers and Denials

The Board hereby directs the Head of School to submit to the SDE the number of student transfers approved and denied and whether each denial was based on capacity, acts, and reasons outlined in Section 24-101.3 of Title 70 or a history of absences as provided for in paragraph 2 of subsection B of Title 70 as outlined in this policy. The Board further directs the Head of School that on or before the first day of January, April, July, and October to file with the SBE and each resident district of any transfer student a statement showing the names of the students granted transfers to the district, the resident school district of the transferred students, and their respective grade level.

Transfer Application

In order that any student may be transferred, an application form specified by the SBE must be completed by the parents of the student. For purposes of the Education Open Transfer Act (“Act”), the term “parent” means the parent of the student or person having custody of the student as provided for in paragraph 1 of subsection A of Section 1-113 of Title 70 of the Oklahoma Statutes. The transfer application shall be filed with the Head of School, and transfers shall not be submitted before the district accepts applications for enrollment for a school year. Transfer applications submitted prior to the opening of the application and enrollment window will not be considered.

Priority of Transfers

If the number of student transfer applications exceeds the capacity of the district, as determined by subsection A of Section 8-101.2 of Title 70, the district shall select transfer students in the order in which the district received the student transfer applications subject to the VPA of Oklahoma Enrollment Policy, and the transfer complies with the Virtual Charter School Reform and Transparency Act. The Board may give priority to siblings and students of teachers seeking a transfer to the district.



Non-Discrimination

The district shall not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, a measure of achievement, aptitude, or athletic ability. Notwithstanding the provisions of the Act, transfers of children with disabilities shall be granted as authorized in Section 13-103 of Title 70.

Military Transfers

Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status or of the military reserve on active-duty orders shall be eligible for admission to the district regardless of the capacity of the school. Students shall be eligible if (1) At least one parent of the student has a Department of Defense-issued identification card; and (2) At least one parent can provide evidence that he or she will be on active duty status or active duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation, or a natural disaster requiring the use of orders for more than thirty (30) consecutive days.

Teacher Transfers

A student shall be allowed to transfer to the district if the parent or legal guardian of the student is employed as a teacher by the district.