



ROBIN HILL PUBLIC SCHOOL
4801 EAST FRANKLIN ROAD
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Robin Hill School Transfer Letter

Thank you for visiting our website to learn more about our student transfer policy. We appreciate your interest in the Robin Hill School District, where our mission is to educate the whole child. We believe that all children can excel at academics, and that activities and citizenship are just as important. Our students know that we have high expectations for them, and they strive to meet them. We welcome involvement from parents and the community. We do our best to welcome additional students to our district whenever it is possible.

Robin Hill School District 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: [Apply Here](#). Parents who need access to technology to print or complete the form can visit Robin Hill School, Moore Public Libraries or Norman Public libraries. Paper copies of the form can also be picked up at Robin Hill School (address at the top of this form).
- The district will begin accepting transfer application for the 2022-2023 school year on March 1st 2022. 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 by the parent or guardian to the receiving school district's board of education within 10 days of notification of the denial. The board must 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. The appeal process will occur in executive session to protect the student's privacy, although the vote on whether to deny or accept the appeal must be conducted in the public meeting.

If you have any questions about the transfer process, please contact Carol Reason, Registrar at 405-321-4186.

[Transfer Policy](#)

[Transfer Request Form](#)

Capacity:

The district has a capacity of 36 in Grade Pre-K at Robin Hill Elementary School.

The district has a capacity of 36 in Grade Kindergarten at Robin Hill Elementary School.

The district has a capacity of 36 in Grade 1st at Robin Hill Elementary School.

The district has a capacity of 36 in Grade 2nd at Robin Hill Elementary School.

The district has a capacity of 36 in Grade 3rd at Robin Hill Elementary School.

The district has a capacity of 36 in Grade 4th at Robin Hill Elementary School.

The district has a capacity of 36 in Grade 5th at Robin Hill Elementary School.

The district has a capacity of 20 in Grade 6th at Robin Hill Elementary School.

The district has a capacity of 20 in Grade 7th at Robin Hill Elementary School.

The district has a capacity of 20 in Grade 8th at Robin Hill Elementary School.