



Instructions for the School Choice Transfer Application

Questions?

Please contact the Office of School Choice and Parent Empowerment at 501-683-3162 or by email at ade.efa@ade.arkansas.gov

Important Deadlines and Application Submission

- The application period begins on January 1st and ends on May 1st. ***Does not apply to children of uniformed service members.***
- The application must be signed by the resident and nonresident district personnel.
- When the application has been signed and completed by the resident and nonresident district, please submit a copy to the Division of Elementary and Secondary Education. You may send it via e-mail: ade.efa@ade.arkansas.gov or postal mail:
 - Division of Elementary and Secondary Education
Attn: Public School Choice, Box 23
4 Capitol Mall
Little Rock, Arkansas 72201

School Choice Transfer Type

- **Public School Choice of 2015 (District to District transfer)** – A parent or guardian may select this option when transferring from their resident district to a different district where they currently do not live. (A student may transfer using this option even if they do not currently attend the resident district.) Priority *may be* given to students who have siblings or stepsiblings who attend the nonresident district.
 - a. **Exemptions:**
 - A student cannot use Public School Choice to transfer to a different school within their district.
 - A student cannot use Public School Choice to transfer to a particular school within a different school district if transferring into the district.
 - A student cannot request to transfer to a different school that is under a current desegregation order. The current desegregation order list is [here](#).
- **Opportunity School Choice (School-to-School transfer within the same district for most applicants)** – A parent or guardian may select this option when transferring from one school within the same district to another school within the same district or out of certain school districts. You may qualify to transfer to a different school when:
 - a. **F-Rated School:** A student may transfer from an “F”-rated school to another school within the same district that does not have an “F”-rating or, if one is not available, to a school that does not have an “F” rating in another district.
 - b. **Level 5 Support:** A student may transfer from a district that has been classified as a school district in need of Level 5-Intensive support to a school district that has not been classified as in need of Level 5-Intensive support.

- c. **Siblings:** Priority is not given to students who may have siblings or stepsiblings who attend the nonresident district.
- d. **Effective period:** Opportunity School Choice shall operate as an irrevocable choice for one year and remain in effect until the student graduates as provided by law.

Section A – Student Applicant Information

- *Student demographic information:* Please write your student’s name, date of birth, and current grade in school. The gender and ethnicity questions are required by state law (Arkansas Code 6-18-227 (f)(2)(B)) and will be used for reporting purposes only.
- *Expulsions:* A nonresident school district may deny a school choice transfer application if the student is currently expelled from their resident school district. If your student is currently expelled, please write the date the student was expelled.
- *Sibling Information:* Please write the names and grades of siblings or stepsiblings who attend the nonresident school district.

Section B – Parent or Guardian Information

- *Contact Information:* Please write your name, address, phone number, and email address. Please sign the form.
- *Uniformed Service Family Information:* If you are a uniformed service member, please submit paperwork to show proof of residency on your assigned military base and current active-duty orders. Please turn in those documents with your completed school choice transfer form to the resident and nonresident school districts.

Section C – Resident School District of Applicant

- *Resident School District Information:* As the parent or guardian, you may write in the contact information for the resident school district.

The gray box is for district use only. Please have an employee at the resident district administrative office fill in the required information in that box. For your application to be complete, all the information must be provided by the resident district.

Section D – Nonresident School District of Applicant

- *Nonresident School District Information:* As the parent or guardian, you may write in the contact information for the nonresident school district.

The gray box is for district use only. Please have an employee at the nonresident school district administrative office fill in the required information in that box. For your application to be complete, all the information must be provided by the nonresident school district.