

Coquille High School / Winter Lakes School Transfers

Transfer requests

Voluntary transfer requests from CJSHS to WLS will be reviewed by the CJSHS school administration as they occur. Requests to transfer will be summarily granted for students that are in their junior or senior year that are credit deficient¹ and cases where a student's documented health condition precludes them from regular school attendance.

If a student does not meet the above criteria they can apply for transfer with the District Office within our two transfer window opportunities, the month of August and the month of February. The District Office transfer committee will review the application and make a transfer determination. If the student is granted a transfer, they will be transferred at the beginning of the academic school year in September or at the beginning of the 3rd trimester in early March. If a transfer request is denied, they will be notified in writing.

Involuntary transfers

The school administration retains the right to transfer students involuntarily to WLS for severe attendance issues, severe credit deficiency or severe discipline incidents.

Transfer application process

A transfer request can be made by a parent, guardian or adult student. The committee will fully review each case in detail, so written or email requests are preferred. Verbal requests over the phone will also be considered.

The committee will consider the following factors:

1. Academic progress
2. Career/postsecondary goals
3. Attendance and discipline records
4. Extracurricular activity participation
5. Participation in Special Programs
6. Other student factors
7. Input from student, parents or staff members

To complete the transfer process all materials must be returned to CHS and all fees paid up to date.

Appeals

Appeals regarding denial of transfer should be in writing and submitted to the superintendent for review.