

**[District Name] Board of Education Policy**  
**Military Dependent Transfer Policy**

**I. Purpose**

The purpose of this policy is to establish clear, consistent procedures for processing open transfer request and provisional transfers for military-dependent students in accordance with House Bill 2259 (2025), the Education Open Transfer Act [Title 70 O.S. § 8-101.1 – 8-103.1](#) and [Oklahoma Administrative Code 210:10-1-18](#). This policy ensures compliance with state law and guarantees equitable and transparent transfer processes for all students.

**II. Definitions**

**A. Open Transfer:**

A request by a parent or legal guardian to transfer a student from their resident school district to a non-resident district, as authorized under [70 O.S. § 8-101.2](#).

**B. Personal electronic device:**

A transfer granted to a child of an active-duty military service member or a service member on official orders who will establish residency within the district within six (6) months of the application, as required under HB 2259 and [70 O.S. § 8-103.1](#).

**C. Capacity**

The maximum number of students who can be accommodated at a school site or in a specific grade level, determined annually in compliance with [70 O.S. § 8-103.1](#) and published in accordance with [OAC 210:10-1-18](#).

**III. Policy Statement**

It is the policy of [District Name] to process all open transfer applications fairly and transparently, in compliance with state and federal law, while reserving capacity for military-dependent provisional transfers, prohibiting discrimination, and providing families with timely written communication regarding decisions and appeal rights.

**IV. Transfer Procedures**

**A. Open Transfer Request**

1. Applications shall be accepted year-round and processed in the order received, [70 O.S. § 8-101.2](#).
2. Approval is contingent on space, staffing, and program availability, [OAC 210:10-1-18](#).
3. Denials shall clearly state reason, such as capacity limits or disciplinary issues.

**B. Provisional Transfer Requests for Military Dependents**

1. Approved regardless of capacity with valid documentation of active-duty status or official orders, [70 O.S. § 8-103.1](#).
2. Seats reserved per 100:
  - i. Elementary -2

- ii. Middle- 4
- iii. High- 6
- 3. All required services, including IEP, Section 504, and language accommodations, shall be prepared prior to the student's first day, [OAC 210:10-1-18](#).

**V. Capacity and Documentation**

- A. Post annual capacity publicly by January 1, [70 O.S. § 8-103.1](#); [OAC 210:10-1-18](#).
- B. Maintain transfer records in compliance with the Oklahoma Records Management Act.

**VI. Appeals**

Parents may appeal denials to the Superintendent within ten (10) days, [OAC 210:10-1-18](#). Appeals may then be escalated to the State Board of Education per [70 O.S. § 8-103.2](#).

**VII. Confidentiality and Compliance**

All records shall be treated as confidential student records in compliance with FERPA and [70 O.S. § 24-101.4](#).

**VIII. Training and Notification**

Annual training will be provided for staff, and families will be notified through the district website and materials.

**IX. Prohibited Actions**

No staff shall deny or delay lawful transfers, especially those involving military-dependent students, HB 2259; [OAC 210:10-1-18](#).

**X. Legal Authority**

This policy is adopted pursuant to HB 2259, [70 O.S. § 8-101.1 – 8-103.1](#), and [OAC 210:10-1-18](#).

Approved by the [District Name] Board of Education on [Insert Date]

Board President: \_\_\_\_\_

Superintendent: \_\_\_\_\_

Legal Reference: HB 2259, [70 O.S. § 8-101.1 – 8-103.1](#), and [OAC 210:10-1-18](#).