

Cherokee Immersion Charter School makes decisions about student transfers in accordance with district policy and state law:

- The Oklahoma State Department of Education requires that the Application for Open Transfer of Student be completed to apply for a transfer. Please submit your application to the principal, either via email or in person. Contact information is as follows:

Cherokee Immersion Charter School

Jeromie Hammer, Principal

Jeromie-hammer@cherokee.org

16951 W Cherokee St

Tahlequah, OK 74464

Office Phone: (918) 207-4900

- Parents who have questions regarding transfer policy and procedures may contact the principal between the hours of 8:00 a.m. - 3:30 p.m.
- Decisions about transfers for the 2022-2023 school year will be initially reviewed after March 1, 2022, upon receipt of all required documents. Every attempt will be made to provide approval and feedback before the end of the school year, but the final approval will come by June 15. We will contact parents directly about the approval status of their child's transfer.
- Mid-year transfer requests will be reviewed within 7-10 business days with the completed transfer form. The entire approval process can take up to 15 business days, except in cases of students requiring special services, which could take longer.
- In order to accept a transfer, enrollment in the grade level in question must be under the district-established capacity. The school's capacity and vacancy numbers for each grade level can be found at [Cherokee Nation Education Services](#). New transfers will be accepted on a first-come, first-served basis once the Cherokee language curriculum component has been discussed with students and parents/guardians.
- Transfers may be denied based on capacity, attendance, grades, or discipline issues.
- Transfers for siblings must be considered separately.
- 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 procedure identified in the Cherokee Immersion Charter School board policy.