

## Intra-District Transfer Request

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### **Procedures (Administrative Guide)**

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1. Transfer request packets are available to parents in the principal's office at each school, at the Education Center, or on the district's website ([www.usd232.org](http://www.usd232.org)) under the heading District Info > Forms and Documents.
2. Please review the Board of Education transfer policy. (Page 2)
3. The initial period of time within which applications for transfer for the succeeding school year shall be May 1-June 15. **Voluntary Transfers to DHS or LTMS will be accepted as early as January 15 through March 10.** Application for transfer of enrollment at times other than within the designated period is discouraged. However, requests initiated during the school year by a parent or building administrator for reasons of discipline, student conduct, extenuating circumstances or detracting associations follow the same process.
4. Complete pages 3 and 4 of the application. Provide written comments describing the reason(s) for requesting a transfer and attach any supporting documentation.
5. Within the above time frame, return the completed transfer application to the home school principal (sending school) for comments.
6. The sending school principal will forward the application to the principal of the requested school (receiving school) for comment.
7. After receiving the application form the receiving school principal, the District Transfer Committee may:
  - a. solicit additional information; or
  - b. approve;
  - c. approve with stipulations; or
  - d. deny the request.
8. Parents and principals will be given written notification from the District Transfer Committee as to the disposition of the transfer. Decisions will be made before the first day of the school year for which the transfer is requested.

**The District Transfer Committee will have representation from the high school, middle school and elementary levels, central office administration and special services.**

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## **Explanation of Exceptional Circumstances, which will be taken into consideration**

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- a. **Family move:** Students whose parents move during the regular school year into the attendance area of another school within the school district may remain enrolled until the end of the regular school year at the school in which the student was enrolled immediately prior to the move.
- b. **Request from a governmental entity or social service agency:** Request from Juvenile Court, SRS- (social and rehabilitation services), a mental health center, etc., may be approved if the transfer will improve the student's educational welfare and the receiving building has the capacity to accommodate the student.
- c. **Family hardship:** Transfers for hardships in the family such as dissolution of the family unit by divorce, placement of a student outside the home, or other special circumstances involving changes of family structure. Childcare needs (for elementary grade students only) may be considered when the transfer is in the best interest of the student and the school district. In cases involving childcare, the District may determine an appropriate amount of time for making other childcare arrangements.
- d. **Special Programs:** Students may request a transfer in circumstances where special programs are available in limited/designated sites (schools), i.e. curricular offerings or extra-curricular programs (subject to all eligibility rules of the Kansas State High School Activities Association and such eligibility rules as may be adopted by the Board).
- e. **Exceptional psychological or health reasons:** A transfer may be requested on the basis of extraordinary psychological or health related circumstances. As supportive evidence, the District may require a report (which includes the reasons for and benefits of the transfer) prepared by a licensed mental or medical health professional with extensive knowledge of the student and the circumstances surrounding the request.
- f. **Administrative placement:** In special circumstances, the Superintendent of Schools or his/her designated representatives (transfer committee) may place a student in a school other than the school he or she would attend under Board of Education policies. Such placement may be made after consultation with the student's parents or guardians, sending and receiving principals, and other school personnel.
- g. **Enrollment Balancing:** A transfer may be requested on the basis of moving to a school with reduced numbers. In order for such a transfer to take place, the receiving school must be at or below 80% of enrollment capacity, and the transfer cannot create the need for an additional section, program or instructor, nor can it result in the loss of a section, program or instructor at the sending District school. Transfers requested for a move to a building of reduced enrollment can only take place at the beginning of the first semester of each school year, and determination of enrollment capacity will be made following the District enrollment period.

**Student Receiving/Participating in Special Services:** The transfer policy/procedure applies to ALL students. Students receiving special education, English Language Learner, At-Risk, Title 1, etc. may request a transfer following the BOE approved process. The District will consider the class size, staff capacity, and building enrollment limits in making the final decision. **A parent requested transfer is not to be confused with placement decisions made by the IEP Team.**

**Extracurricular Activities:** Secondary school students who have been approved for voluntary transfer of enrollment and entering high school for the first time shall be permitted to participate in interscholastic activities in accordance with regulations of the Kansas State High School Activities Association. In general, a student is ineligible for 18 weeks from the first day of attendance at the new school, if a change in school is made without an accompanying move on the part of the student's parents. For exceptions and additional information refer to the Kansas High School Activities Association (KSHSAA) regulations for eligibility. **NOTE:** In addition to the transfer rule, the student must meet all other rules and regulations such as age, scholarship, student in good standing, etc., to be eligible for KSHSAA activities.

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## **Transportation**

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The District may permit transportation on a space available basis for transfer students. Arrangements must be made with First Student by parents/guardians within established routes of the receiving school and at no cost to the district. The district will offer separate transportation to students who voluntarily transfer to DHS or LTMS.

## Transfer Request Application

\*Applications are accepted at the student's home school (by District boundaries) between May 1 and June 15 for the following school year. Voluntary transfers to DHS or LTMS accepted as early as February 1.

<u>For Office Use Only</u>	
Date Received:	_____
Received By:	_____
Home Attendance Center:	_____

(Please type or print)

Student's name: \_\_\_\_\_ Grade level for which transfer will apply: \_\_\_\_\_

Student's address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_

**Home school (school of official attendance):** *Check box next to appropriate school*

- De Soto High School   
  Mill Valley High School   
  Lexington Trails Middle School  
 Monticello Trails Middle School   
  Mill Creek Middle School   
  Belmont Elementary  
 Clear Creek Elementary   
  Horizon Elementary   
  Mize Elementary  
 Prairie Ridge Elementary   
  Riverview Elementary   
  Starside Elementary

**School to which you request transfer:**

- De Soto High School   
  Mill Valley High School   
  Lexington Trails Middle School  
 Monticello Trails Middle School   
  Mill Creek Middle School   
  Belmont Elementary  
 Clear Creek Elementary   
  Horizon Elementary   
  Mize Elementary  
 Prairie Ridge Elementary   
  Riverview Elementary   
  Starside Elementary

- Applications will be made available from each school office.
- The transfer request must be returned to your student's home attendance area within the specified timelines.
- A request for transfer does not mean approval.
- Requests will be considered by the sending and receiving principals. However, the District Transfer Committee will make the final decision.
- Requests are considered on the basis of class sizes, projected future enrollments, and the student's probable success at and impact on the receiving school.
- All requests for transfer will be acted upon after enrollment has been completed (August) and as soon as class size can be determined, with a final decision made by the Friday before school begins.
- Parents and building principals will be notified by means of a mailed letter.
- **This request is good for one year only** and may not be renewed if crowded conditions materialize or if the student does not fulfill the necessary citizenship (Student Codes of Conduct) and attendance requirements.
- **The District may permit transportation on a space available basis for transfer students. Arrangements must be made with First Student by parents/guardians within established routes of the receiving school and at no cost to the district. The district will offer separate transportation to students who voluntarily transfer to DHS or LTMS.**

**Parent/Guardian Information**

**Student Name:** \_\_\_\_\_

Please read the attached Board of Education transfer policy. Parent/Guardian shall provide the requested information below and return the form to the home school (sending) principal.

*(Please type or print)*

**Parent's name:** \_\_\_\_\_

**Home address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home phone:** \_\_\_\_\_ **Work phone:** \_\_\_\_\_

Please check the reason(s) below for requesting a transfer for your child and provide written comments for reason(s) identified. The following are reasons for transfers based upon exceptional circumstances. (Refer to Board of Education Policy for Explanation on **page 2** of this document.)

<input type="checkbox"/> A. Family moves	<input type="checkbox"/> D. Special Programs
<input type="checkbox"/> B. Request from outside agency	<input type="checkbox"/> E. Psychological or Health Reasons
<input type="checkbox"/> C. Family hardship	<input type="checkbox"/> F. Administrative placement
	<input type="checkbox"/> G. Enrollment balancing

Please state how the reason(s) apply to your child's situation. (Attach additional pages if needed.)

- ❖ I understand that if the transfer is approved, I will be responsible for the student's transportation unless I make arrangements directly with First Student on a space available basis within established routes of the receiving school and at no cost to the district. *(The district will offer separate transportation to students who voluntarily transfer to DHS or LTMS.)*
- ❖ I understand that if this requested is granted, it is for one year and I must make reapplication for subsequent years.

\_\_\_\_\_  
Parent's Signature Date

## Intra-District Student Request Form

Student Name: \_\_\_\_\_

### Sending School Principal's Comments:

Name of Sending School \_\_\_\_\_

Please comment on the reason(s) provided for this transfer request. Please provide information (if known) about grades, attendance, behavior, and involvement in school activities for the receiving school principal.

Recommend transfer on basis of available information.

Recommend transfer with the following stipulations:

Transfer not recommended on basis of information presented.

\_\_\_\_\_  
Sending Principal's Signature Date

***\*Please forward this application to the receiving school principal.***

### Receiving School Principal's Comments:

Name of Receiving School \_\_\_\_\_

Please comment on the reason(s) provided for this transfer request. Please provide information on class sizes, projected future enrollments, and the student's probable success at and impact on building.

Recommend transfer on basis of available information.

Recommend transfer with the following stipulations:

Transfer not recommended on basis of information presented.

\_\_\_\_\_  
Receiving Principal's Signature Date

***Please forward to the District Transfer Committee at Administrative Office. The determination on each transfer request will be provided to the sending and receiving school principals and the parent/guardian.***

**Student Name:** \_\_\_\_\_

**District Committee Action:**

Additional information requested from \_\_\_\_\_ **by** \_\_\_\_\_  
(Name) (Due Date)

**Please provide the following information:**

Request **Approved** for \_\_\_\_\_ school year.

Request **Denied** for \_\_\_\_\_ school year.

\_\_\_\_\_  
Committee Representative

\_\_\_\_\_  
Date