

**Shawnee Mission School District  
Student Transfer Procedures  
2018-19**



**All In-District and Out-of-District transfers shall be submitted electronically by the parent to the Office of Instructional Leadership.**

**Transfers considerations:**

- Siblings of current In-District Transfer students receive priority consideration.
- In-District Transfers are reviewed first.
- Remaining transfer requests are considered in the order they are received.

**Transfer Timeline:**

**Application**

All applications are submitted electronically to the Office of Instructional Leadership. **The online application opens March 1 @ 8:00 a.m. and closes April 30 @ 5:00 pm.** Beginning March 2016, **SMSD will no longer accept “new” Out-of-District Transfer students** unless the requesting students are:

1. a sibling of an existing transfer student (currently in good standing).
2. a dependent of a current and continuing SMSD employee

New students enrolling in the district or current students moving within the district boundaries after June 1, are eligible to submit a transfer application.

An employee hired after July 1, may submit a transfer request for their child directly to the Office of Instructional Leadership.

**Approval/Denial Process**

Approval/denial of transfers will be based on the date and time the application was received, current enrollment numbers and good standing requirements at the time of review.

Barring unforeseen circumstances, transfer decisions will be communicated by the **Office of Instructional Leadership** no later than June 15. Additional approvals, if enrollment permits, will be notified by August 1.

All students on transfer shall be considered to be eligible for transfer based on good standing and space available.

## **Out-of-District and In-District Transfer Students**

For purposes of this policy, “parent” means the natural parents, adoptive parents, step-parents or foster parents. For purposes of this policy, “person acting as a parent” means a guardians or conservators, a person liable by law to care for and support the child, a person who has actual care and control of the child and provides a major portion of support or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

### **Out-of-District Student Enrollment**

Out-of-District students are those who do not meet the qualification of a resident student. As of March 2016, Shawnee Mission USD 512 shall not accept new Out-of-District students with the exception of children whose parents are employees of the district (parent as defined above in this policy) or as otherwise specified herein. An employee is defined as KPERS eligible.

Siblings of currently enrolled Out-of-District students, who are students in good standing, will be allowed to apply for admittance. New Out-of-District students (employee children and siblings of previously enrolled students only) will be eligible based upon existing staff, class size, facility space/capacity/enrollment, and the availability of equipment and supplies. No allowance is made for transportation as this must be provided by the student or the family.

Students in grades Pre-kindergarten through Grade 12 inclusive who are not legal residents of the school attendance area on the opening day of the school year, but whose parents present evidence of having signed a contract to buy, build, lease or rent a dwelling that is to be occupied by them sometime during the first semester, will be granted permission to begin the school year in the school attendance area in which they will reside.

When students move outside the district after the beginning of the school year and are in the fourth consecutive semester of enrollment as a resident, they may be allowed to finish the school year without tuition if the student is in good standing and if an application is completed and approved.

If a student’s district residency is determined to be fraudulent, said student does not qualify for continuing non-resident enrollment and will be immediately withdrawn from the Shawnee Mission School District.

### **Continuing Out-of-District Enrollment**

All transfer students in the Shawnee Mission School District are expected to remain in good standing. Students determined not to be in “good standing” (academically, behaviorally, or with regard to acceptable attendance levels), may be withdrawn from the Shawnee Mission School District at any major grading period (1<sup>st</sup> Quarter, 1<sup>st</sup> Semester, 3<sup>rd</sup> Quarter, and 2<sup>nd</sup> Semester). Transfer students will not be required to apply for re-admittance annually unless they are changing levels/buildings (from elementary to middle or middle to high); however, continuing transfer students will only continue to be accepted at the transferring school to the extent that staff, class size, facilities, equipment and supplies are available.

### **In-District Transfer Student Enrollment**

In-District transfer students are resident students who want to attend a school outside of their attendance boundary (home-school). In-District students will be eligible based upon existing staff, class size, facility space/capacity/enrollment, and the availability of equipment and supplies. No allowance is made for transportation as it must be provided by the student or the family. In addition, students determined not to be in “good standing” (academically, behaviorally, or with regard to acceptable attendance levels) may be returned to their “home school” at any major grading period (1<sup>st</sup> Quarter, 1<sup>st</sup> Semester, 3<sup>rd</sup> Quarter, and 2<sup>nd</sup> Semester).

### **Continuing In-District Transfer Enrollment**

All transfer students in the Shawnee Mission Schools are expected to remain in good standing. Students determined not to be in “good standing” (academically, behaviorally, or with regard to acceptable attendance levels), may be revoked at any major grading period (1<sup>st</sup> Quarter, 1<sup>st</sup> Semester, 3<sup>rd</sup> Quarter, and 2<sup>nd</sup> Semester) and the student will be required to re-enroll in their home-school. Transfer students will not be required to apply for re-admittance annually unless they are changing levels/buildings (from elementary to middle or middle to high); however, continuing transfer students will only continue to be accepted at the transferring school to the extent that staff, class size, facilities, equipment and supplies are available.

### **Criteria for Out-of-District and In-District Transfer Continuing Enrollment (“Good Standing”)**

All Out-of-District and In-District Transfer students must meet the following criteria:

- the student must be in good standing academically at the school he/she currently attends;  
“Good standing”, academically, is defined as maintaining no less than a “C-“ in every course on every quarterly grade report. Academic standing must be verified by official school documents;
- the student must be a citizen in good standing at the school he/she currently attends; a citizen in “good standing” is defined as having no suspensions or expulsions during the student's school career; no office referrals during the previous two school years in the Shawnee Mission School District. The student must submit as part of his/her initial non-resident/transfer application, official school documents verifying he/she is a citizen in “good standing”;
- the student must demonstrate regular attendance habits; regular attendance habits is defined as no more than ten (10) days of absences during the previous school year (tardies to school or class may accumulate as absences); student attendance must be verified by official school attendance records.