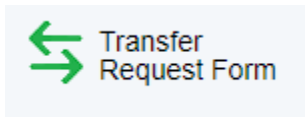


How to use the KSD Transfer Request Form on the Parent Portal

How to Get to the Form

1. First, log into the PowerSchool Parent Portal by going to ps.ksd.org/public/
2. After you are logged in, search for the icon with two green arrows and click on it. See image below:



3. You will then be directed to the Transfer form. Please see the instructions below on further instructions on how to fill out the form.

How to Fill Out the Form

1. Start by reviewing the **Basic Information**, if any information displayed does not match your current information, please **contact your school and work with them to update it**.
 - a. After you are done reviewing, fill in the text box labeled **# of Years at Address**.

of Years at Address:

2. Next, go to the **Request for in-District Transfer** section. In the **Transfer to this School:** drop down menu, please select the school that you are requesting to transfer to
 - a. Review that the current school for your student is correct.
3. In the **For School Year** dropdown, please select the school year you are requesting the transfer for.

A screenshot of the "Request for In-District Transfer" form. The form has a white background with a light blue border. At the top, it says "Request for In-District Transfer:". Below this, there are three main sections. The first is "Transfer to this School:" with a dropdown menu showing "Desert Hills Middle". A red callout bubble points to this dropdown with the text "Please enter the school you are wanting to transfer to". The second is "For School Year:" with a dropdown menu showing "2021-2022". A red callout bubble points to this dropdown with the text "Select which school year you are requesting the transfer for". To the right of this dropdown, there is a note: "Applications to transfer for the following year will be accepted between November 1 and January 31." The third section is "School currently attending:" with a dropdown menu showing "Highlands Middle School". A red callout bubble points to this dropdown.

4. Next, you will need to select all applicable boxes in the **Reasons for Transfer Box**.
 - a. If you selected **Daycare**, please fill out the [Daycare Provider Verification Form](#) and submit to **your school**.
 - b. If you selected **Sibling(s) Enrolled at requested school last year**, please list the siblings attending the school of choice and their grade levels.
 - c. If you selected the **School Choice** option, please state the reason why you want your student to be enrolled in the selected school.

Reasons for transfer:

Daycare: Please complete the daycare provider verification form. [Daycare Provider Verification Form](#)

Sibling(s) Enrolled at requested school last year.
 Sibling(s) Grade Level(s):

Recently moved and would like to have student remain at school currently attending.

School Choice
 Reason

5. Next, please review the **Special Services** box.
 - a. If your student requires special services, please select **YES** in the drop down and check all the applicable boxes below.
 - b. For **Other** check box option, please check the box and fill in the text box with the name of the program.

Special Services:

Does the student require any special program? If YES, check the appropriate program boxes below:

Special Education
 Section 504
 Bilingual/Migrant
 Title I/LAP
 Other

6. If your student would like to participate in any sports, please select **YES** in the **Does the student plan to enroll in extracurricular athletics** option, and then click on the link below ([Please use](#)

For a High School Specific transfer:

Does the student plan to enroll in extracurricular athletics?

[Please use the information from WIAA to verify that your transfer will not affect your student's eligibility for extra-curricular activities.](#)

[the information from WIAA to verify that your transfer will not affect your student's eligibility for extra-curricular activities.](#)) and **review** the information provided.

7. Lastly, please initial the box labeled **Guardian Initials** and review the form to make sure your information is correct. Once you are ready to submit, simply click the **Submit** button at the bottom right of the page.

Guardian Initials

*

8. Congratulations, you have successfully submitted a transfer request form.