

**Shawnee Mission School District
Student Transfer Procedures
2023-2024**



In-District Students

Please note the following schools are not accepting transfer requests for the 23-24 school year due to high enrollment:

- Briarwood
- Brookridge
- Corinth
- Tomahawk (Tomahawk is closed with the exception of transfers from Briarwood)

For SMSD students currently enrolled in grades K-11 for the 22-23 school year - All In-District transfer requests will be submitted electronically using the [Skyward Family Access](#) system. The custom form will be available beginning March 1 at 12:00 a.m. and will close on April 30 at 11:59 p.m. **PLEASE NOTE: ANY STUDENTS CURRENTLY APPROVED FOR TRANSFER DO NOT NEED TO REAPPLY.**

For SMSD students entering kindergarten for the 23-24 school year - All In-District transfer requests will be submitted electronically using the [Skyward Family Access](#) system. In order to complete the form, you **MUST FIRST** complete the enrollment process in your home school through the [online enrollment portal](#). The custom form will be available beginning July 7 at 12:00 a.m. and must be completed by July 18 at 11:59 p.m. to be considered in the initial approval period. The form will remain open through August 1 and additional transfers will be granted as classroom space allows with final notifications being made by August 4.

- ❖ New students in grades 1-6 enrolling in the district or current students in grades 1-6 moving within the district boundaries after the transfer window closes on April 30 are eligible to submit a transfer request outside of the transfer window by contacting [Savanna Hubbard](#).
- ❖ An employee hired after July 1 may submit a transfer request for their child directly to the Office of Leadership and Learning (see contact above).

Out-of-District Students

For students NOT RESIDING within the SMSD boundaries - Beginning March 1, 2023, SMSD will accept Out-of-District transfer requests if your student **resides in Kansas** AND meets the “Good Standing” Requirements as listed on Page 2 of this handbook.

If your student meets the listed criteria, please submit an Out-of-District transfer application (<https://www.smsd.org/families/transfer-procedures>). You must provide documentation that your student meets the criteria for good standing in order to be considered for transfer.

Transfer Considerations

Transfer decisions will be based on the date and time the custom form was completed, current enrollment numbers, and good standing requirements at the time of review. Transfer requests are considered in the following order:

1. Siblings of current District Transfer students receive first priority consideration.
2. In-District students of employees will receive second priority consideration.
3. In-District Transfers are reviewed first in the order they are received.
4. Remaining transfer requests are considered in the order they are received.

For students entering grades 1-12 for the 23-24 school year - Barring unforeseen circumstances, transfer decisions will be communicated by the Office of Leadership and Learning no later than June 19.

For students entering kindergarten for the 23-24 school year - Barring unforeseen circumstances, initial transfer decisions will be communicated by the Office of Leadership and Learning by the end of the day July 26 and any subsequent transfer notifications by the end of the day August 4.

Continuing Enrollment for Transfer Students

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 (1st Quarter, 1st Semester, 3rd Quarter, and 2nd 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.** 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.

“Good Standing” Requirements for Transfer Students

All In-District and Out-of-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 and 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.

Board Policies Relating to Residency, Enrollment, and Transfer

JBC - Student Admissions to/Withdrawals from School

Residence Requirements

Except where Out-of-District enrollment is authorized by the superintendent or his or her designee, only those children who have attained the age of eligibility for school attendance and who reside within Shawnee Mission Unified School District No. 512 shall be entitled to enroll in and attend the schools of this District.

A child shall be deemed to have a school residence in this District if such child:

1. Lives with an adult who is a resident of this District and such adult:
 - a. Is the natural parent, adoptive parent, stepparent or foster parent of such child;
 - b. Is a legal guardian or conservator of such child;
 - c. Is a person, other than a parent, who is liable by law to maintain, care for or support the child;
 - d. Is a person, other than a parent, who has actual care and control of the child and is contributing the major portion of the cost of supporting such child;
 - e. Is a person, other than a parent, who has actual care and control of the child with a Power of Attorney issued by the person who has legal custody of the child; or
 - f. Is a person, other than a parent, who has been granted custody of the child by a court of competent jurisdiction.
2. Is a homeless child or youth who shares housing of other persons due to loss of housing, economic hardship or a similar reason; lives in a motel, hotel camp ground or other location due to the lack of alternative adequate accommodations; lives in an emergency or transitional shelter; has been abandoned at a hospital; or is awaiting foster care placement.
3. Is a child or youth whose primary nighttime residence is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
4. Is a child or youth who lives in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
5. Is a migratory child or youth who meets one of the above-described circumstances.
6. Is a child who lives in the District as the result of placement therein by a District Court or by the Kansas Department of Children and Families (DCF).

A residency hearing shall be required for admission of any student seeking resident status under paragraph 1,d-e above.

The District may request at any time a residency hearing for any student enrolled as a resident.

Failure to attend a residency hearing or submit adequate proof of residency at a residency hearing shall result in a finding that the student is an Out-of-District student. The student shall bear the burden of proof on all issues pertaining to residency. In determining residency, the District may consider the following evidence on the issues set forth below.

1. Whether a child actually lives with an adult who is a resident of the District may be determined by providing verifiable proof that the child consistently sleeps, eats, stores belongings, receives mail, phone calls and visitors and resides for all other purposes at the dwelling place occupied by the adult resident of the District. Proof must be provided that the child exclusively uses the address and phone number of such dwelling as his or her home address. If the child lives in leased property and the landlord requires all occupants to be listed in the lease, proof that the child is listed as an occupant may also be required. Mere ownership of property in the District shall not establish residency.

2. Natural parent, adoptive parent, stepparent or foster parent relationships may be proven by providing certified copies of birth certificates, marriage licenses, foster parent placement records or adoption records as necessary to document any claimed relationship.

3. Legal guardianship or conservatorship of a child may be proven by production of an attested copy of a valid court order which clearly appoints an adult resident of the District as the legal guardian or conservator of the child during any period of enrollment.

4. Legal custody of a child may be proven by production of an attested copy of a valid court order which clearly indicates that custody of the child has been awarded for the period of enrollment.

5. Written consent of a person who has legal custody shall be demonstrated by production of a written consent of all persons awarded sole or joint custody under any custody order.

6. In determining whether a person other than a parent has "actual care and control of the child," the District may consider factors including, but not limited to, the following:

- a. The student's age including whether the student has reached the age of majority.
- b. Whether the student is emancipated.
- c. The degree to which the student's parents have relinquished care and control of the child, both legally and practically.
- d. The extent to which the non-parent adult resident has historically made decisions regarding the health, education and welfare of the child.
- e. The sources and amount of financial support for the child's care.
- f. Whether a parent or a person who has been granted legal custody of the child appeared at the residency hearing to testify regarding "actual care and custody of the child."

7. Whether a person contributes the major portion of the cost of supporting a child may be proven by presenting verifiable documentation of the total amount expended for supporting such child and verifiable documentation of the actual amount of support provided by the adult resident of the District who claims to provide the major portion of such support. The District may also consider whether a person has claimed, or is qualified to claim such child as dependent for tax purposes during the period of enrollment.

Additionally, the person claiming to provide the major portion of the cost of supporting the child must provide a sworn statement from the child's parent, guardian or legal custodian indicating the reason(s) the child resides with the person claiming to contribute the major portion of the cost of supporting such child and the reason(s) why the parent, guardian or legal custodian is not contributing the major portion of the cost of supporting such child.

8. Placement by a district court or the Kansas Department of Children and Families (DCF) may be proven by providing an attested copy of a valid court order of placement effective for any period of enrollment or a certified copy of the record of placement by the Kansas Department of Children and Families (DCF) effective for any period of enrollment.

The superintendent's designee shall have the authority and responsibility to administer and enforce this policy. The designee shall preside at residency hearings. The designee's decision on student residency claims shall be final subject to appeal to the superintendent. The following rights shall apply to residency hearings:

1. The student may be represented by counsel.
2. The student's parent or guardian may be present at the hearing.
3. The student may present evidence, including witness testimony, and may be present when and if the District presents evidence.
4. The student or student's counsel may cross-examine any witnesses who may testify at the residency hearing.
5. There shall be an orderly hearing and a fair and impartial decision based upon the evidence or lack thereof.
6. There shall be a written decision which may be appealed to the superintendent only if written notice of the appeal is delivered to the clerk of the Board within ten calendar days of the student's notification of the decision.

Out-of-District Enrollment

Out-of-District student applications will be accepted from March 1 through April 30 annually. In order to be eligible for enrollment in the District, a student must submit proof of good standing by their previous school with their application. Except as otherwise provided herein, Out-of-District enrollment in this District shall be limited to Kansas residents. Transportation will not be provided to Out-of-District students, unless required by law.

When students move outside the District after the beginning of a school year, they may be allowed to finish the school year if the student is in good standing and if an application is completed and approved to continue as an Out-of-District student.

Dependent children of District employees who reside in Kansas, but who are Out-of-District residents of the District, will be permitted to attend District schools upon approval of a transfer application.

Out-of-District students, like all students, will be responsible for payment of applicable fees for fee-based programs.

Proof of Identity

Proof of identity is required upon first enrollment of a child in the Shawnee Mission U.S.D. #512.

If proof of identity of the child is not provided within thirty (30) days after enrollment, the administration shall immediately give written notice thereof to the appropriate law enforcement agency, which will conduct an investigation to determine the identity of the child. No person or persons claiming custody of the child shall be informed of the investigation while it is being conducted.

A child enrolling in kindergarten or first grade must provide a certified copy of the birth certificate of the child or a certified copy of an appropriate court order. A child enrolling in any of the grades 2 through 12 must provide a certified transcript or other similar pupil records or data, or a certified copy of the birth certificate of the child, or a certified copy of an appropriate court order.

If the child has established residency pursuant to the residence requirements, then the Board of Education or its designee may, in its discretion, accept other proof of identity.

Part-Time Students

The Board allows any child to enroll part-time in the District to allow the student to attend any courses, programs, or services offered by the District if the child:

- Is also enrolled in a nonaccredited private elementary or secondary school or in any other private, denominational, or parochial school as required by law;
- requests to enroll part-time in the District; and
- meets the age of eligibility requirements for school attendance.

District administrators shall make a good faith attempt to accommodate scheduling requests of students enrolling in the District in these situations but shall not be required to make adjustments to accommodate every such request.

Identification of Students

All students enrolling in the District for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate or other documentation which the Board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records.

Enrollment Information

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a certified birth certificate, copy of a court order placing the student in the custody of the Kansas Department for Children and Families, a certified transcript of the student, a baptismal certificate, or other documentation. If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

Assignment to a School Building, Grade Level, or Classes

The superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission. Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal's decision may be appealed to an assistant superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the superintendent.

Transferring Credit

In high school, full faith and credit shall be given to units earned in other accredited schools at the time the student enrolls in the District, unless the principal determines there is valid reason for not doing so. For online credit approval procedures after enrollment, see board policy IIBGB.

Transfers from Non-Accredited Schools

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

Eligibility for Certain Extracurricular Activities

Any student who transfers to a school outside of the student's attendance area of residence shall be subject to all eligibility rules of the Kansas State High School Activities Association and such eligibility rules as may be adopted by the Board of Education.

JBCB - In-District Transfers

Unless otherwise specified in JBCA, it is the policy of this school district that a student shall be required to attend the school designated for the attendance area in which the student resides. A student may be permitted to transfer to a school outside of the student's attendance area.

Criteria for Transfers

1. A request for transfer of a student from one school to another may be made by a parent, legal guardian or lawful custodian of a student.
2. A transfer request will be denied if the request is deemed by district staff not to be in the best educational interests of the student.
3. The student must be in good standing.

All 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 are 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.

Policy for Transfer Applicable to All Students

1. Knowingly providing false information on the form shall be grounds for denial of the transfer application or revocation of a previously approved transfer.
2. It is the policy of the district that students should not be transferred from one school to another merely to relieve one school of a student who has been involved in incidents requiring disciplinary action to be taken, unless the associate superintendent or his or her designee concludes that a "fresh start" is in the best interest of the student and the affected schools. If a transfer request is initiated during the school year by a parent, principal, or other school administrator in charge of student discipline due to student conduct, such request shall be made directly to the associate superintendent or his or her designee.
3. In the event more students request a transfer to a particular school than there are spaces available, applications shall be considered as follows:
 - a. Siblings of current District Transfer students receive first priority consideration.
 - b. In-District students of employees will receive the second priority consideration.
 - c. In-District Transfers are reviewed first in the order they are received.
 - d. Remaining transfer requests are considered in the order they are received.

The district reserves the right to revoke if transfer requests exceed district guidelines.

C. Superintendent's Authority

The board of education authorizes the superintendent or his or her designee to transfer a student from his or her assigned school to any school in the district whenever such transfer is determined to be in the best interests of the student and the district. The superintendent or his or her designee is authorized to adopt and implement rules, guidelines and procedures concerning transfer of students in order to fulfill

the purpose of this policy and to insure fair and reasonable assignment of students throughout the school district, provided that such rules, guidelines and procedures shall not be inconsistent with this policy.

D. Transportation

The request for transfer form shall advise the person seeking the transfer, that if the transfer is approved, the student's right, if any, to free transportation required by federal law, state law or board policy is waived.

E. Eligibility for Certain Extracurricular Activities

Any student who transfers to a school outside of the student's attendance area of residence shall be subject to all eligibility rules of the Kansas State High School Activities Association and such eligibility rules as may be adopted by the board of education.