

Non-Resident Student Admission Request



Please complete the following information:

Date: _____

Parent's Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Work Phone: _____ Home Phone: _____

Child's Name: _____ 2023-24 Grade: _____

Has this child been retained? ___ Yes ___ No *If Yes, what grade?* _____

School Child attended during 2022-23 School Year: _____

Child's Name: _____ 2023-24 Grade: _____

Has this child been retained? ___ Yes ___ No *If Yes, what grade?* _____

School Child attended during 2022-23 School Year: _____

Child's Name: _____ 2023-24 Grade: _____

Has this child been retained? ___ Yes ___ No *If Yes, what grade?* _____

School Child attended during 2022-23 School Year: _____

I request transfer of the above listed child(ren) from their resident attendance center which is:

_____ to _____

(Resident District)

(Leavenworth Public School)

Reason for Transfer: _____

Office use only:

**ROTC
ONLY**

Parent Signature: _____ Date: _____

Parent signature affirms the student is in good standing with the present school district and agrees to comply with the rules and regulations of the Leavenworth Public Schools. For grades K-8 please return completed form to Amy Sloan, Executive Director of Human Resources, at 200 N. 4th St. Leavenworth, KS. 66048. For grades 9-12 please return completed form to the Registrar at Leavenworth High School, 2012 10th Avenue, Leavenworth, KS, 66048. The principal **may revoke a transfer** for such factors as code of conduct issues, which include discipline, attendance and tardiness.

Building Recommendation: Approved Denied

Office use only:

**WITH
CONTRACT**

Building Principal

Date

District Recommendation: Approved Denied

Executive Director of Human Resources

Date

The school District reserves the right to cancel, revoke or rescind transfers for just cause at any time.

Please see back to review the Board Policy.

Non-resident Students

Non-resident students are those who do not meet the definition of a resident student. Although the district is not required to admit non-resident students, non-resident students may be admitted to the extent that staff, facilities, equipment, and supplies are available. Other criteria regarding students seeking non-resident student admittance may be considered prior to acting on any annual non-resident student application as specified in this policy, and students residing outside of the state of Kansas may be denied enrollment or continued enrollment based on out-of-state residency.

Non-resident Students-Continued Enrollment

Non-resident students admitted to the district shall be evaluated each spring by district administration on the following criteria: whether the student made academic progress; residence in the state of Kansas; regularity and punctuality of attendance; and disciplinary record, specifically whether the student complied with the student conduct code and avoided 1) major disciplinary problems and/or 2) a large number of referrals for minor disciplinary problems.

Students may be readmitted or denied admission for the next school year based on the results of these evaluations. However, if the student has a disability, the student's ability to meet these expectations shall be considered prior to denying continued enrollment in the district. Parents shall be informed of any administrative decision on non-resident student applications no later than one week after the start of school.

