

# Employee / Student Transfer Request



## Board of Education Policy JBC

*District employees, including those residing outside of the school district, may request the attendance center of their choice. The request shall be in writing to the superintendent of schools or designee. The approval may be subject to the extent that staff, student class size, facilities, equipment, and supplies are available.*

### Transfer Request Procedure

*A request for transfer for the next school year must be submitted in writing on a form provided by the district.*

### Please complete the following information:

Employee: \_\_\_\_\_

Work Location: \_\_\_\_\_

Job Title: \_\_\_\_\_

Home Address: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School of Choice: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return to the Leavenworth Board of Education Office, 200 N. 4<sup>th</sup> Street Leavenworth, KS 66048.**

Approved  Denied \_\_\_\_\_

Amy Sloan

Date