

Elementary In-District Transfer Request



Board of Education Policy JBC

A "resident student" is any child who has attained the age of eligibility for school attendance and lives with a parent, or a person acting as a parent, who is a resident of the district. Children who are "homeless" as defined by Kansas law and who are located in the district will be admitted as resident students. For purposes of this policy, "parent" means the natural parents, adoptive parents, step-parents, and foster parents. For purposes of this policy, "person acting as a parent" means a guardian or conservator, a person liable by law to care for or 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. Reviewed 9/12/22

Transfer Request Procedure

A request for transfer for the next school year must be submitted in writing on a form provided by the district. The building administrator shall approve or disapprove each request for transfer and shall notify the requesting party in writing.

Unless otherwise indicated, an approved transfer shall be effective only for the next school year and must be renewed annually .

Please complete the following information:

Parent/Guardian Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: _____

Child's Name: _____ Grade: _____

Child's Name: _____ Grade: _____

Child's Name: _____ Grade: _____

Child's Name: _____ Grade: _____

Child's Name: _____ Grade: _____

Requested School: _____

School Attended During Previous School Year: _____

Residency School: _____

