

Andover Public Schools Student Transfer Request



Dear Transfer Applicant:

Please read and sign this form prior to sending in the transfer request. Transfers are based on the following stipulations:

1. All high school students who transfer from one school to another shall be subject to all eligibility rules of the Kansas State High Activities Association (KSHSAA) and the Andover Board of Education. Questions should be addressed to the sending school's administration.
2. Students' schedules may vary depending on class availability at the new school they attend.
3. Bus service will not be provided to students attending a school outside their designated attendance area.
4. Requests for transfer for all students must be submitted annually. It should be noted that approval one year is not a guarantee for future approvals. Students moving from the 5th to the 6th grade, or from the 8th to the 9th grade are expected to enroll in the secondary school designated for the attendance area in which the student resides.
5. An approval of transfer for a student does not automatically apply to siblings. Siblings need to apply separately for transfers and will be subject to the same stipulations as all other transfers.
6. The parent will be responsible for requesting a refund of enrollment fees.
7. Transfer applications, approvals or denials will be communicated via email.
8. All requests for the upcoming school year are due before May 1 for priority consideration.
9. All requests received after May 1 will be reviewed in August after the August enrollment period ends.
10. Complete sections A and B of this document and forward this form to the sending school principal of the current attendance center.
11. The Andover School District reserves the right to suspend or revoke a transfer approval at any time for student truancy and/or student misconduct.

I have read and understood the above stipulations and procedures for applying for a school transfer.

Printed Parent/Guardian Name

Parent/Guardian Signature

Date

For which school year is this request being made? _____

Original request forms must be submitted to the current attendance center. No faxes are accepted.

SECTION A—Reason for Transfer

Is this a reapplication from prior year? ☐ Yes ☐ No

SECTION B—Student Data

Male ☐ Female ☐

Date _____

Last Name First Name MI Date of Birth Telephone Parent Email Address

Current Grade Address City State ZIP

Babysitter's Address (if applicable) _____

School currently assigned to: _____ Requesting transfer to: _____

1. Is this a new transfer? _____ Yes _____ No

This student is currently involved in:

- ☐ Special Education Programs
☐ Athletics (specify) _____
☐ Vocal/Instrumental Music
☐ Speech/Debate
☐ Other _____

This student is planning to be involved in:

- ☐ Special Education Programs
☐ Athletics (specify) _____
☐ Vocal/Instrumental Music
☐ Speech/Debate
☐ Other _____

2. Was the student enrolled in Andover Schools last semester? _____ Yes _____ No
3. Is this transfer for a high school student? _____ Yes _____ No
4. Does the student have an active IEP or a 504 Plan? _____ Yes _____ No
5. Is the student currently living with parents? _____ Yes _____ No
6. Is the student currently living with a court appointed guardian? _____ Yes _____ No

When **Section A** (on reverse) and **B** have been completed, submit this form to your child's current attendance center principal. The School District will complete **Sections C and D** and forward a written decision concerning this transfer to you.

SECTION C—Sending School Administrator's Comments

Comments _____

Assignment Granted ☐ Yes ☐ No

Principal's Signature _____

Date _____

Eligibility for KHSAA Activities ☐ Yes ☐ No

SECTION D—Receiving School Administrator's Comments

Comments _____

Assignment Granted ☐ Yes ☐ No

Principal's Signature _____

Date _____

DISPOSITION—District Office Use Only

Comments _____

Assignment Granted ☐ Yes ☐ No

District Office Administrator Signature _____

Date _____