

**Shawnee Mission School District  
In-District Student Transfer  
and Nonresident Student Open  
Enrollment Procedures  
2024-2025**



## **Introduction**

These procedures set forth the requirements, steps, and timeline for:

- Transfer of resident students to a school outside of their attendance area (“In-District Transfers”);
- In-District Transfers of resident students whose parent is a current District employee, and enrollment of nonresident students whose parent is a current District employee (“Employee students”); and
- Enrollment of nonresident students.

Only resident students who meet the District’s good standing requirements are eligible for an In-District Transfer and for continued transfer. Only nonresident students who reside in Kansas and who meet the District’s good standing criteria are eligible for enrollment and for continued enrollment.

Initial approval of In-District Transfers and enrollment of nonresident students is **always subject to capacity at the grade level and school.**

## **Good Standing Requirements**

Resident students must meet the following good standing criteria as verified by official school records in order to be eligible for initial approval and for continuation of the transfer. Nonresident students must meet the following good standing criteria as verified by official school records in order to be eligible for enrollment and for continued enrollment as a nonresident student:

- The student must be in good standing academically at the school he/she currently attends; “academic good standing” 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 major school disciplinary incidents during the previous two (2) school years. The student must submit as part of their initial transfer application official school records verifying they are a “citizen in good standing”;
- The student must demonstrate regular attendance habits; “regular attendance habits” are defined as no more than ten (10) absent events, excused or unexcused, during the previous school year (tardies to school or class may accumulate as absences). Student attendance must be verified by official school attendance records.

## **Continued In-District Transfer and Enrollment of Nonresident Students**

All In-District Transfer students and enrolled nonresident students 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 have their transfer or enrollment revoked at the end of a grading period and the student will be required to re-enroll in their home-school. **In-District Transfer and enrolled nonresident students WILL NOT be required to apply for re-admittance annually.**

## **In-District Transfers & Employee Students - February Window**

**Please note the following schools are not accepting In-District Transfer or Employee student requests for the 24-25 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 23-24 school year, nonresident Employee students, and for incoming kindergarten students starting 24-25 school year.** - All requests for currently enrolled students, including In-District Transfer requests and Employee students, may be submitted electronically using the [Skyward Family Access](#) system. In order to complete the form, you MUST FIRST complete the enrollment process for your home school through the [online enrollment portal](#). The form will be available beginning February 1 at 12:00 a.m. and will close on February 28 at 11:59 p.m. **PLEASE NOTE: ANY STUDENTS CURRENTLY APPROVED FOR A TRANSFER DO NOT NEED TO REAPPLY.**

Please note:

- ❖ Due to lack of 2024-25 kindergarten enrollment data, very few, if any kindergarten requests will be approved during the February window.
- ❖ Any resident student or Employee student denied a transfer/enrollment during this window, or who misses this window, may apply in the Open Enrollment window.
- ❖ An employee hired after July 1 may submit a transfer request for their child directly to the Office of Leadership and Learning (913-993-6464).

## **In-District Transfer and Employee Student Considerations**

In-District Transfer and enrollment of Employee student 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. Requests will be considered according to the following priority order and then in the order in which they were received:

1. Siblings of current In-District Transfer students and siblings of current nonresident students enrolled pursuant to Board Policy JBCD receive first priority consideration.
2. Students of current District employees will receive second priority consideration.
3. Remaining In-District Transfer requests are considered in the order they are received.

Barring unforeseen circumstances, In-District Transfer and enrollment of nonresident Employee student decisions will be communicated by the Office of Leadership and Learning no later than March 20.

## **Open Enrollment - June Window**

Beginning June 1 through June 30, SMSD will accept Open Enrollment applications for In-District Transfers and for enrollment of nonresident students. All students **must reside in Kansas** AND **must** meet the “Good Standing” Requirements as listed on Page 2 of this handbook. If your student meets the listed criteria, Open Enrollment applications may be submitted on the District’s website: <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. The application will be available beginning June 1 at 12:00 a.m. and will close on June 30 at 11:59 p.m. **PLEASE NOTE: ANY STUDENTS CURRENTLY APPROVED FOR IN-DISTRICT TRANSFER AND ANY NONRESIDENT EMPLOYEE STUDENTS CURRENTLY ENROLLED DO NOT NEED TO REAPPLY.**

## **Open Enrollment Considerations**

The following categories of students shall be allowed to enroll as if resident students:

- Any child who is in the custody of the Department for Children and Families and who is living in the home of a current enrolled nonresident student;
- Any nonresident student who has a parent or person acting as parent employed by the District, while the parent or person acting as a parent remains employed by the district; or
- Any child who is experiencing homelessness shall be permitted to enroll in and attend the school district of origin or the school district of residence, as outlined in Board policy JBCA.

If one of these exceptions no longer applies to the student, the student’s enrollment status would be subject to review.

Subject to having capacity, the District will give priority in Open Enrollment according to the below-listed order of lottery exceptions in the order in which they were received, without the necessity of going through the open seat lottery.

1. Qualified students who are a sibling of a current transfer student (meaning a current In-District Transfer student or current enrolled nonresident student).
2. Any qualified nonresident student who is a military student as defined in K.S.A. 72-5139, with priority given when the student is first accepted and, if necessary, at any other time the District considers transfer application.

All remaining Open Enrollment requests will be processed through a lottery system.

Open Enrollment decisions will be communicated by the Office of Leadership and Learning no later than July 15.

## **Board Policies Relating to Residency, In-District Transfers, and Open Enrollment/Nonresident Student Transfers**

### **[JBC - Student Admissions to/Withdrawals from School](#)**

### **[JBCB - In-District Transfers](#)**

### **[JBCD - Open Enrollment and Enrollment of Nonresident Students](#)**