

COLUMBIA PUBLIC SCHOOLS
Elementary Transfer Request Form

1818 West Worley • Columbia Missouri 65203 • (573) 214-3412

Please Read all Sections of this Form Carefully

In keeping with Board of Education policy, students are expected to attend the school which serves the attendance area in which they reside. Administration is authorized to grant or deny a request for an elementary student to attend an elementary school outside the student's designated elementary school (home school) attendance area but within the student's designated middle school attendance area. **Under this policy, transfers from one elementary school to another are discouraged, but may be granted under certain circumstances.**

Guidelines for consideration of student transfers include:

- **Transfers will only be granted if enrollment at the requested school is below the Department of Elementary and Secondary Educations (DESE) desirable guidelines for class size. If enrollment exceeds the midpoint between desirable and maximum guidelines existing transfers may have to be revoked at the end of the current school year.**
- Parents assume transportation responsibility for any student granted a school assignment outside the designated attendance area.
- Student behavior and attendance concerns may have an impact on the initial and continued acceptance of a transfer.
- A transfer request for a younger sibling to attend an elementary school where the sibling's older brother or sister is currently attending by special permission will be approved on a space-available basis. The siblings must be enrolled/attending during the same school year for such a "sibling" request to be considered.
- It will be the general practice that transfer requests received after the start of the third academic trimester of the school year will not be granted.
- Transfer requests for an elementary student to complete the school year at the school where the student began the school year will be granted on a space-available basis and will only be for the existing school year.
- Transfer requests to buildings with a designated special programmatic emphasis (Lee, Benton and Ridgeway Elementary) will be considered within the current parameters of the special program guidelines of that building.
- **All requests for transfer for the following fall semester must be submitted to the Supervisor of Student Services by April 1 annually.** Decisions on elementary school requests will be made after the end of the current school year, when enrollment at the requested school has been projected. Parents will be notified by mail of the decision by May 1.
- **Requests made after April 1 will not be processed until two weeks after the start of the new school year when enrollment numbers have stabilized.**

You will be notified by mail of the decision.

Columbia Public Schools • Elementary Transfer Request Form (Grades K – 5)



For Central Office Use Only: Date: _____ Initials _____	Approved: Continual 1-Yr. Only Denied	Employee Sibling Other	JCB Fifth	Central Office Use Only: SCHOOL YEAR _____
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READ Complete your reason for requesting a transfer on the reverse side this form.

1.

Student Last Name	Student First Name	MI	Grade	(Next Yr. Grade)	Requested Start Date	Date of Birth
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2.

Student Last Name	Student First Name	MI	Grade	(Next Yr. Grade)	Requested Start Date	Date of Birth
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3.

Student Last Name	Student First Name	MI	Grade	(Next Yr. Grade)	Requested Start Date	Date of Birth
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Current

Student Address:

Street	City	Zip Code	Telephone No.
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Parent/Guardian's Name: Mr. Mrs. Ms. Mr. and Mrs. Dr. _____

Last First

School you are **requesting student(s) attend:** _____

Are other siblings currently attending this school? Yes No Name(s): _____

School where student attended last year: _____

School attendance area that you are **presently living in:** _____

If this request is for your child(ren) to attend a school in an attendance area you are MOVING TO (or recently moved to), please indicate ADDRESS MOVING TO and the effective date on the line below and provide verification of the new address: copy of contract, lease agreement, etc.

Address Moving To	Zip Code	Telephone No.	Effective Date (of move)
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Attendance area school you are **moving to:** _____

Does your child have: A current *Individual Education Plan (I.E.P.)*? Yes No A current *504 Plan*? Yes No

If "Yes" for either of the above, please indicate services received:

Does your child: Participate in the *English Language Learner's (ELL) Program*? Yes No [formerly known as *ESL*]

If this transfer request is approved, transportation WILL NOT be provided. Students who attend school outside their attendance area must arrange for their own transportation. In some cases, transportation may be arranged with Student Transportation of America at your expense.

Students must maintain prompt and regular attendance for a transfer to remain in effect.

Transfers for the coming school year must be submitted by April 1st.

Reason(s) for requesting transfer:

I understand that, if the transfer is approved, I will be responsible for providing transportation.

Signature of parent or guardian _____