

Raytown C-2 School District
SECONDARY SPECIAL CIRCUMSTANCES INTRADISTRICT TRANSFER REQUEST FORM
One Form per Secondary Student

This form is to be used by RESIDENT secondary students requesting assignment to a district school outside his or her attendance area/boundary.

☐ **NEW TRANSFER REQUEST**

☐ **RENEWAL REQUEST**

Date of Request: _____

School Year for Request: _____

Requesting transfer from _____ to _____ Grade Placement _____
(Home School) (Transfer School)

Student's Name: _____

Parent / Guardian: _____

Family Address: _____ City: _____ Zip _____

Home Phone: _____ Business or Cell Phone: _____

Reason for Transfer Request:

- ☐ Family Move during the current school year (after the first day of school & before the last day of school)
- ☐ Child Care – (Completion of form JCB-AF2) and additional documentation is required for this transfer request. Only students in grades K-8 are eligible for a transfer due to childcare.
- ☐ Student was in the 11th or 12th grade and family moved after the start of the student's 11th grade year.

- School assignments are determined by available building capacities and staffing.
- Applications for the following school year are due by the last Wednesday in April.
- Applications for mid-year moves are due at the time the family relocates. Family move transfers are only good for the school year of the family move.
- New students must spend their first year in their home school.
- The transfer request is valid only through the summer session of **one school year**. Families must reapply each year.
- The parent/guardian agrees to provide transportation to and from the school without the use of district buses. The district will, however, transport students to and from the school assigned to a childcare provider's address, who must also reside within the Raytown school district boundaries.
- The student must maintain satisfactory attendance (90% or above) and be late to school or leave early no more than five times per quarter or 10 times per semester. Students not meeting the attendance requirement will be returned to their home school at the end of the semester.
- The student must maintain satisfactory academic progress (2.5 GPA or above). Students will be returned to their home school at the end of the semester if they do not maintain this GPA.
- The student must maintain satisfactory behavior. Students may have no OSS or no more than 3 ISS assignments in the past three years. Transfers will be immediately revoked if the discipline threshold is reached.
- This transfer may jeopardize a **high school** student's (**grades 9-12**) eligibility for participation in extra-curricular activities governed by the Missouri State High School Activities Association.

See Board of Education Policy and Regulation JCB for further information.

Signature of Parent/Guardian Date

Signature of Superintendent /Designee Date

- ☐ Approved
☐ Denied

Return to:
Raytown School District
Attn: Residency
10750 E. 350 Highway
Raytown, MO 64138
FAX: 816.268.7079

Implemented: 03-09-2009

Revised: May 2025

Raytown C-2 School District, Raytown, Missouri