

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

This form is to be used by RESIDENT elementary 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

☐ Child Care – (Completion of form JCB-AF2) and additional documentation is required for this transfer request.

- 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 to the district must initially enroll **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 child care 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 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.

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