Policy and Procedures:

Parent-Initiated
HIGH SCHOOL
Transfer Request Process

Revised, January 2025

Olathe
PUBLIC SCHOOLS

SCHOOL ADMISSIONS

In order to make the optimum use of district school facilities, designated attendance areas for all schools shall be established by the Board of Education. An official description of school boundaries shall be presented annually to the Board of Education for adoption. Students residing within the attendance area of a school shall attend that school, except as otherwise provided by policies of the Board of Education.

Olathe Public Schools

Parent-Initiated

HIGH SCHOOL

Transfer Request Process

Dear Family,

The Board of Education for the Olathe Public Schools allows for parents to make a request for their child to transfer to a school other than their attendance area school. Board of Education policy allows such action based upon EXCEPTIONAL CIRCUMSTANCES and for HIGHLY JUSTIFIABLE reasons.

The Olathe Public Schools feels strongly that a quality education is provided at each of our schools and as a result encourages students to remain in their attendance feeder pattern.

We also strongly encourage parents and students to communicate with their school's administration regarding concerns and/or interests they may have that influence their seeking a transfer. Often these areas can be successfully addressed through this communication.

Additionally, be advised that information will be sought in terms of validating the EXCEPTIONAL CIRCUMSTANCES and HIGHLY JUSTIFIABLE reasons for a transfer request along with a review of the student's grades, attendance, discipline referrals, etc.

Thank you for reviewing Board policy, procedures and frequently asked questions in this brochure. We appreciate your support in our joint mission of educating children.

Olathe Public Schools

Procedure

1. The Parent Initiated Transfer Request application can be found at olatheschools.org>Parents>Transfers.

2. Parents are asked to carefully review this brochure, including the Board of Education transfer policy prior to completing a transfer application.

3. Both the student's and parent's information sections of the application should be completed providing detailed comments describing the **exceptional** and **highly justifiable reason(s)** for requesting a transfer.

4. The transfer application is to be completed by **Feb. 28, 2025** for approval for the upcoming school year. This deadline must be strictly adhered to due to scheduling and staffing at the high schools.

5. The sending school principal will forward the transfer application to the receiving school principal for additional comments/input.

6. The receiving school principal will forward the transfer application to the District office (General Administration-High School) for review and action.

7. Written notification of approval or denial of the transfer application will be sent to the parent/guardian and the schools involved in the transfer request via email.

8. The school district reserves the right to cancel, revoke, or rescind transfers for just cause at any time.

9. Please note: District transportation is not provided for parent-initiated transfer students.

10. If you have questions regarding the transfer process, please contact General Administration.

Board of Education Policy: JBC

Student Transfers

Students shall attend the school designated for the attendance area in which the student resides. However, a student may be permitted to transfer to a school outside of the student's attendance area for exceptional circumstances and highly justifiable reasons. In special circumstances, the superintendent or his/her designated representative may place a student in a school other than the school he or she would attend under Board of Education policies. Such placement may be made after consultation with the student's parents or guardians, sending and receiving principals, and other school personnel.

Transfer Procedures

Application: Students and/or parents/guardians may request a transfer to a school outside their assigned attendance area by submitting an application for transfer based upon exceptional circumstances and for highly justifiable reasons. A request for transfer under this provision may be granted if it is deemed to be in the best interest of the student and the school district. The request for transfer must include written comments from the parent/guardian as well as comments and signatures from the sending school principal and the receiving school principal. After the transfer packet is completed it should be submitted to the sending school principal. That principal will then forward the packet to the receiving school principal. The packet will then be forwarded to General Administration. Please note that requesting a transfer for school activity reasons is not an approved Board of Education reason and is a violation of KSHSAA Rule 19.

Applications for transfer at times other than during the internal transfer window are discouraged. However, if a transfer request is initiated during the school year by a parent, building administrators, or the Suspension and Expulsion Committee for reasons of discipline, student conduct, or detracting associations, such requests shall be made through building principals or the District's General Administration office.

Although the district will attempt to accommodate transfer requests involving members of the same family, the district may not always be able to do so. Consequently, the granting of a transfer request for one student does not necessarily mean all students within that family will be granted transfers.

Middle and High School Grade Level Applications

When requesting a transfer, the applicant should fully understand the terms and conditions under which a transfer request may be considered and granted. A transfer may adversely affect the eligibility of a student to participate in interscholastic activities. Consequently, the applicant should fully investigate all consequences before initiating a request for transfer.

Following input from the sending and receiving principals, all middle and high school grade level applications for transfer of enrollment to another school shall be submitted to General Administration at the Education Center. All middle and high school applications for transfer will be reviewed and either approved or denied, pursuant to other policies of the Board of Education. General Administration shall notify the requesting party of the disposition of the request for transfer.

A copy of each approved transfer will be provided to the sending and receiving schools. Unless otherwise indicated, an approved transfer will be effective for the remainder of the students' current middle school or high school experiences. **Requests for transfers involving middle and high school students need not be renewed annually, but shall be made subject to annual review.**

Middle school students are expected to enroll in the high school designated for the attendance area in which the student resides. (See Activity Expectations) Unless substantial cause can be shown, transfers to return to the boundary attendance area school shall not be approved during the same year for which the transfer was granted.

Criteria for Approval or Denial

Principals of each school in the school district shall review annually the number of additional students, if any, who will be permitted to enroll in that school during the next school year.

Board of Education Policy: JBC (continued)

Criteria for Approval or Denial (continued)

Determination will include an analysis of space available for additional enrollment by grade levels and class, and will be based upon the school district pupil-teacher-ratio standards. Additional consideration shall include the number of students presently residing in the attendance area of the school who can be expected to attend that school in the next school year.

Applications for transfer of enrollment shall be considered on a "first-come, first-served" basis. Application forms must be completed (with an explanation of the transfer request) and signed by the parent or guardian and the principals of the "boundary" and "receiving" schools. Applications shall be evaluated on its effect upon both the school designated by residence and the proposed receiving school. The following are factors for consideration:

1. Class sizes of the sending and proposed receiving schools,
2. The estimated instructional capacity of the sending and proposed receiving school, including staffing patterns.

Activity Expectations

Middle and high school students who have been approved for voluntary transfer of enrollment and entering high school for the first time shall be permitted to participate in interscholastic activities in accordance with the regulations of the Kansas State High School Activities Association. In general, a student is ineligible for one calendar year from the first day of attendance at the new school, if a change in school is made without an accompanying move on the part of the student's parents. For exceptions and additional information refer to the Kansas High School Activities (KSHSAA) regulations for eligibility. NOTE: In addition to the transfer rule, the student must meet all other rules and regulations such as age, scholarship, bona fide student in good standing, etc. to be eligible for KSHSAA activities.

Transportation

No transportation is provided for transfer students.

New Facilities/Boundary Adjustments

It is the expectation that all students residing within the designated attendance area of a school shall attend that school, except as otherwise provided by the transfer policies of the Board of Education.

21st Century High School Academies Transfer Guidelines

A student accepted to a 21st Century Academy, that is not their home high school, does NOT need to fill out a district transfer request.

If a student is interested in enrolling in a 21st Century Academy, the student completes the 21st Century Academies application during the fall semester of their 8th grade school year. The application is located on the 21st Century Academies website: **www.21stcentury.olatheschools.com**. If the student is accepted to an academy that is located at a high school other than their high school of residence, the 21st Century Academies application serves as the student's transfer request.

Initial enrollment in an academy is primarily open to incoming freshmen that applied and were accepted during the fall of their 8th grade school year. Late On-Boarding Applications are reviewed on a limited space available basis. Late applicants will go through the same application process as the other students and is not a guaranteed invitation.

Bus transportation is provided to students enrolled in an academy that is not their high school of residence. Students/Parents will need to register with First Student May 1-July 1. Information on registering and bus stops can be found on the district's web page, **www.olatheschools.org**.

If a student begins attendance in an academy and determines he/she wishes to discontinue the academy, the student and parent will follow the withdraw process.

- Once a student begins attendance in an academy, they are required to complete one full school year before being able to withdraw from their academy, per the contract signed by the student and parent.
- The Withdraw Process Form is available from the 21st Century Academy Secretaries at each high school.
    - 9th grade – student will complete the school year will return to their boundary high school for their 10th grade year.
    - 10th grade – student will complete the current semester and will return to their boundary high school at the beginning of the following semester.
    - 11th or 12th grade – student will complete the current semester and then may remain at the transfer high school or return to their boundary high school at the beginning of the following semester.
        - And, if approved to remain at the transfer high school, transportation will now be the responsibility of the student/family.
- A transfer application will need to be completed to return to the student's high school of residence.
- A student athlete returning to their high school of residence may be required to sit out of athletics for one calendar year according to the Kansas State High Schools Athletics Association. **https://www.olatheschools.org/Page/11841**

Career and Technical Education 2-Year Center-Based Programs

Career and Technical Education 2-year Center-Based Programs are half-day programs for juniors and seniors and do not require a transfer. Students attend their high school of residence for half the school day and the program location for half day. Participation does not affect KSHSAA sanctioned activities.

Center-Based Programs include:

Olathe Advanced Technical Center:

- Auto Collision
- Auto Technology
- Construction Trades
- Welding Technology

Olathe North High School:

- Culinary Arts
- Health Careers/Certified Nurses Aid

For more information please contact your school counselor or the District's website, www.olatheschools.org

For Olathe Public Schools Employees

As a benefit for district employees who reside in Kansas, children of those employees in grades K-12 may enroll in the school district under the following conditions and guidelines:

Licensed/Certified: The employee must be employed full- or half-time in a position requiring a certificate or license issued by the Kansas State Department of Education or other Professional Licensing Board of the State of Kansas.

Classified: The employee must be employed full-time in a position in Olathe Public Schools.

Policies are available in their entirety at the district's website. Please see GBZCF (Certified) and GCRH (Classified).



Notice of Non-Discrimination: The Olathe Public Schools prohibit discrimination on the basis of race, color, ethnicity, national origin, sex, disability, age, religion, sexual orientation or gender identity in its programs, activities or employment, and provides equal access to the Boy Scouts and other designated youth groups to its facilities as required by: Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act (ADA), the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, the Equal Access Act of 1984 and other relevant state and federal laws as amended. Inquiries regarding compliance with applicable civil rights statutes related to race, ethnicity, gender, age discrimination, sexual orientation, gender identity or equal access may be directed to Staff Counsel, 14160 S. Black Bob Road, Olathe, KS 66063-2000, phone 913-780-7000. All inquiries regarding compliance with applicable statutes regarding Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act and the Americans with Disabilities Act may be directed to the Executive Director of Special Services, 14160 S. Black Bob Rd. Olathe, KS 66063-2000, phone (913) 780-7000. Interested persons including those with impaired vision or hearing, can also obtain information as to the existence and location of services, activities and facilities that are accessible to and usable by disabled persons by calling the Assistant Superintendent, Operations. (05/22)