REORGANIZED SCHOOL DISTRICT NO. 7
K-12 TRANSFER REQUEST FORM

INTRADISTRICT TRANSFERS
One Form Per Student

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

Date of Request: _____ Date Received by Building: _____

____ New transfer request: Requesting transfer from _____ to _____
____ Renewed transfer request: Previous transfer from _____ to _____
(School name) (School name)

Student Name: _____/_____/_____

Requesting Transfer for the _____-_____ School Year Grade Placement: _____

Parent/Guardian: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Business Phone: _____

Does your student receive Special Education services?_____ If so, which program? _____

ELIGIBLE REASONS FOR REQUEST (per JCB-AP2): Please check one.

- ☐ a. Family Move
- ☐ b. Request From Outside Agency
- ☐ c. Family Hardship – ***Please provide explanation below or attach***.
- ☐ d. Sibling of Student Placed In Special Education Program/Other Special Program
- ☐ e. Psychological, Emotional or Social Needs - ***Documentation Required from Licensed Psychiatrist/Psychologist***
- ☐ **f.** 5th Grade, 8th Grade, or Graduating Senior
- ☐ h. Childcare – (*Does not apply to high school students*.) ***Affidavit required.***
  - ☐ I am an R7 District Employee. Work Location: _____ ***Affidavit required***
- ☐ ***i.*** Student of Resident Eligible Employee

See Page 3 for explanation of eligible reasons and document requirements due to exceptional circumstances, as well as transfer guidelines and restrictions. Please provide explanation/information below. If you need additional space, you may use the reverse side or attach to this form.

_____

_____

_____

_____ _____
Signature of Parent/Guardian Date

Building office use only
☐ Proof of residence ☐ R1 & R2 Received by _____ *(Office staff initial)* Date Received by SLC _____

_____ _____ _____ _____
Sending Bldg. Principal Signature Date Receiving Bldg. Principal Signature Date

_____ _____ Application: Approved_____ Denied_____
Signature of Asst. Superintendent Date

* * * * *

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.
Implemented: 10/12/2001; Revised: 1/2021;
Reorganized School District No. 7 Jackson Co., Lee's Summit, Missouri

Administrative Procedure JCB-AP(2): TRANSFERS WITHIN THE DISTRICT

Status: ADOPTED

Original Adopted Date: 10/12/2001 **| Last Revised Date:** 08/24/2026 **| Last Reviewed Date:** 08/24/2026

Student Assignment to Schools Within the District

Designated attendance areas for all schools shall be established by the board of education to make optimum use of district school facilities. Students residing within the attendance area of a school shall attend that school, except as otherwise provided by policies of the board of education.

Transfers

Students shall attend the school designated for the attendance area in which the student resides. Under exceptional circumstances, however, a student may be permitted to transfer to a school outside of the student's attendance area. These transfers must be renewed annually. **One of the following exceptional circumstances must be met for a transfer to be approved.**

Reasons for Transfers Based Upon Exceptional Circumstances

a. *Family Move* – Students who move during the regular school year into the attendance areas of another school within the school district may remain enrolled until the end of the regular school year in the school in which the student was enrolled immediately prior to the move.

b. *Request From Outside Agency* – Requests from juvenile court, social and rehabilitation services or a mental health center may be approved when the transfer will improve the student's educational welfare. Requests must be in writing and signed by an agency representative.

c. *Family Hardship* – Transfers for hardships in the family, such as dissolution of the family unit by divorce, placement of a student outside the home, documented abuse or other special circumstances involving change of family structure may be approved in the best interest of the student and the school district.

d. *Special Education Programs* – The Special Education Department will assign pupils to appropriate programs as determined by the student's individualized education program (IEP) through staffing procedures. The Special Education Department may assign students without processing them through the regular transfer process.

e. *Psychological, Emotional or Social Needs* – Based upon documented supporting evidence, a transfer application may be filed on the basis of psychological, emotional or social needs. A statement prepared by a licensed psychiatrist or psychologist shall be requested to state explicitly the nature of the disability and why the derived school change will be more beneficial to the pupil.

f. *5th Grade, 8th Grade, or Graduating Senior* – A fifth-grade student who moves within the Lee's Summit R-7 School District boundaries may request to remain at the elementary school the student has attended through the completion of fifth grade. An eighth-grade student who moves within the district boundaries may request to remain at the middle school they have attended through the completion of eighth grade. A second semester junior who is moving within the Lee's R-7 Summit School District boundaries may request to remain in the high school he or she has attended throughout his or her high school career.

g. *Administrative Placement* – Under special circumstances, the superintendent or designee may place a student in a school other than the school designated by boundaries indicated under the Lee's Summit R 7 Board of Education policies.

h. *Childcare* – For transfers due to daycare needs, requests must be made in writing with a notarized and dated statement of services by the provider.

i. *Student of Resident Eligible Employee* - A resident student whose parent/guardian is a full-time eligible district employee may request assignment to the school or feeder pattern associated with the employee's primary work location: subject to space, staffing, program capacity, attendance, discipline, and annual renewal requirements. Transportation is the responsibility of the parent/guardian.

Transfer Procedures

ALL REQUIRED DOCUMENTATION MUST BE ATTACHED UPON SUBMISSION OF THE TRANSFER REQUEST FORM. TRANSPORTATION IS THE RESPONSIBILITY OF THE PARENT. PUNCTUAL AND REGULAR ATTENDANCE IS EXPECTED.

- Bus transportation is not furnished for a student who transfers out of his/her own attendance area.
- It may be necessary to close certain schools to outside enrollment due to crowded conditions. Staffing, grade level and student enrollment factors are taken into consideration in determining which schools/grades must be closed.
- Student discipline issues may necessitate the revocation of an approved transfer at any time during the school year.
- Absences of 15 or more days in a semester or 20 or more days in a school year may result in the student's transfer status being revoked.
- Fifteen (15) or more late arrivals, early departures and/or late pick ups in a semester will result in the student's transfer status being revoked.
- If a student's transfer status is revoked, he/she is not eligible for an approved transfer in the future.
- Transfers are granted for one year at a time. Parents will need to submit a new request each year.
- An approved transfer at the elementary or middle school level does not automatically allow students to attend the feeder middle or high school.

A request for transfer to a school outside the assigned attendance area for the succeeding school year must be based upon exceptional circumstances and for justified reasons. The transfer request must be submitted to the Office of the Assistant Superintendent of Elementary or Secondary on forms provided by the school district. The transfer request must include specific reasons for the transfer and signatures from the sending and receiving school principals.

Secondary school students who have been approved for voluntary transfer of enrollment shall be permitted to participate in interscholastic activities in accordance with the regulations of the Missouri State High School Activities Association (MSHSAA). In general, a student is ineligible for 365 days if a change in school is made without an accompanying move on the part of the student's parents. Parents and/or students should check with their building principal to obtain a copy of the MSHAA guidelines.

Transfers Pursuant to Federal Law

Under federal law, schools may be identified for school improvement or persistently dangerous. If a district school is so designated, the district will allow and facilitate voluntary transfers to designated school buildings within the district and in accordance with JCB-AP1.