

IN-DISTRICT STUDENT TRANSFER REQUEST 2018-2019 School Year

Dear Parents:

The Board of Education has approved the following Kindergarten – Grade 8 (K-8) transfer policy:

- The number of teachers per school will be based on the number of resident students assigned to each elementary school.
- Schools with growth areas may reserve some capacity for expected incoming students after enrollment.
- The number of students per classroom would be smaller or no larger at the receiving school than at the sending school.
- Transfers would be based on the following criteria order for district resident and non-resident K-8 students:

Resident Student (In-District) Transfers

1. Children of district employees who are employed in the building.
2. Children who have unique individual needs, such as child care before and after school.
3. Children who have transferred in previous years with successful attendance etc.; the longer the attendance at the building, the higher the priority. (A student's attendance time at their assigned building prior to redistricting would not be considered as years in attendance at their former building under this provision; only students who previously transferred.)
4. All other in-district transfers, including students changing schools due to redistricting.

Non-Resident Student (Out-of-District) Transfers

5. Children of district employees.
6. Children who have transferred in previous years with successful attendance etc. The longer the attendance in USD 383, the higher the priority.
7. All other out-of-district transfers.

After these considerations are applied, transfer requests will be reviewed on a first-come basis.

Parents of a middle school student who participates in athletics should check with the building principal to see if the transfer will result in loss of the student's athletic eligibility for 18 weeks.

To initiate a transfer request:

- 1) notify the principal of your child's assigned school that you will be requesting a transfer to another school;
- 2) complete the form on the reverse side of this letter;
- 3) **send the completed form to:**

**Superintendent's Office
Manhattan-Ogden USD 383
2031 Poyntz Ave.
Manhattan, KS 66502**

Students requesting a transfer are required to enroll in their assigned school. Please remember that **TRANSFER REQUESTS MUST BE SUBMITTED ANNUALLY**. Transfer requests will be accepted beginning April 16, 2018. All requests will be acted upon after enrollment has been completed and class sizes have been determined. **Parent notification will not occur prior to August 10, 2018**. All records will be forwarded to the receiving school if the transfer is approved.

Parents are responsible for providing transportation for their child(ren) to and from school. Transportation is not provided by the school district for voluntary transfer students.

Sincerely,



Dr. Marwin Wade
Superintendent

**IN-DISTRICT STUDENT TRANSFER REQUEST
2018-2019 School Year**

Please write legibly

<u>NAME OF STUDENT(S)</u>		<u>SCHOOL ATTENDED</u>		<u>ASSIGNED SCHOOL</u>	<u>REQUESTING TRANSFER</u>	
<u>Last</u>	<u>First</u>	<u>2017-18</u>		(If different from school last attended)	<u>TO</u>	
		<u>School</u>	<u>Grade</u>		<u>School</u>	<u>Grade</u>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

PARENT NAME: _____

PARENT ADDRESS: _____
Street City Zip Code

PHONE: Home _____ Work _____ Cell _____

REASON FOR TRANSFER REQUEST _____

PARENT SIGNATURE: _____ DATE _____

<u>FOR OFFICE USE ONLY</u>		DATE RECEIVED: _____
COPIES SENT TO: _____ _____		DATE SENT: _____ BY: _____
REQUEST APPROVED: _____ DENIED: _____		DATE: _____
Principal Signature _____		
PARENT CONTACTED BY: _____		DATE: _____
REMARKS: _____ _____ _____		