

Raytown C-2 School District
CHILD CARE SPECIAL CIRCUMSTANCES - INTRADISTRICT TRANSFER REQUEST FORM
One Form Per Student

Date of Request: _____ **School Year for Request:** _____

_____ **New** transfer request: Requesting transfer from _____ to _____
(Sending School) (Transfer School)

_____ **Renewed** transfer request: Previous transfer from _____ to _____
(Sending School) (Transfer School)

Student Name: _____

Child Care Provider Information

Name: _____

Address: _____

Phone/Cell: _____

Verification Information - Attach copies of the following documents for verification of Child Care Provider

Parent/Guardian's Proof of Residency

- Current Jackson County Real Estate Tax Bill **or** Deed of Trust **or** Mortgage Papers/Payment Booklet or Lease Agreement with all occupants named in the lease
- Current Utility Bill (Gas/Electric/Water) – No More than 30 days old. Bill must be in the Parent/Legal Guardian's name. Shut-Off Notices are not acceptable

Private Child Care Provider's Proof of Residency

- Current Jackson County Real Estate Tax Bill **or** Deed of Trust **or** Mortgage Papers/Payment Booklet or Lease Agreement with all occupants named in the lease. Documents must be in the Child Care Provider's name.
- Current Utility Bill (Gas/Electric/Water) – No More than 30 Days Old. Bill Must be in the Child Care Provider's name. Shut-Off Notices are not acceptable

Commercial and Private Child Care Provider's Proof of Payment/Enrollment

- Receipt verifying payment to Child Care Provider
- Cancelled Check verifying payment to Child Care Provider

Sending School Principal's Signature

Date

Transfer School Principal's Signature

Date

Recommendation/Comments:

- Approve
- Deny

Recommendation/Comments:

- Approve
- Deny

RETURN TO: ADMINISTRATION BUILDING – 6608 RAYTOWN RD. 64133
ATTENTION: TRANSFER REQUEST

