

**INTRADISTRICT TRANSFERS**  
*(Special Circumstances)*

**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 special 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. The administration will consider the following special circumstances for approval or denial of intradistrict transfer requests.

1. Situations Considered for Transfers Based Upon Special Circumstances
  - a. Family Move
  - b. Childcare
  - c. Graduating Senior
  - d. Elementary Boundary Changes for 2009-2010
  
2. Explanation of Situations
  - a. *Family Move* – Students who move during the regular school year into the attendance areas of another school within the school district.
  - b. *Childcare* – A student's childcare provider's residence or a commercial childcare's business is located in a district attendance center different from the student's home address. Consideration for this special circumstance is available only to K-8 students. Families must provide verification for the childcare provider.
  - c. *Graduating Senior* – A second semester junior or senior who is moving within the Raytown C-2 School District boundaries may request to remain in the high school he/she has attended throughout his/her high school career.
  - d. *Elementary Boundary Changes for 2009-2010* – Administration will review elementary transfer requests for the 2009-2010 school year due to boundary changes adopted by the Board of Education April 2008.

## **Transfer Procedures**

A request for transfer to a school outside the assigned attendance area for the succeeding school year must be based upon special circumstances and for justified reasons. The transfer request must be submitted on forms provided by the school district to the respective schools and offices of the Executive Directors of Elementary Education and Secondary Education. The transfer request must include specific reasons for the transfer and administrative signatures.

No special bus transportation is furnished for a student who transfers out of his or her own attendance area. Transportation is the responsibility of the parent/guardian. Transfers are considered a privilege. Lack of punctuality, regular attendance and good student behavior will jeopardize a student's transfer status at any time during the school year.

Secondary school students who have been approved for a 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 MSHSAA 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 Board of Education Policy JCB.

