

2009-2010 Intradistrict Special Circumstances Transfer Procedures

General Information

Raytown C-2 School District families may request transfers from one C-2 school to another based upon special circumstances as defined in the district's administrative procedure for Board Policy JCB-AP2.

Families should be aware that the Missouri State High School Activities Association's regulations may restrict students on a voluntary high school transfer from participating in interscholastic activities. Copies of the state activities guidelines are available at secondary schools.

The deadline to request a transfer for the 2009-2010 school year is April 1, 2009.

Situations Considered for Transfers Based Upon Special Circumstances

- Family Move
- Childcare
- Graduating Senior
- Elementary District Boundary Changes for 2009-2010

Steps in the Procedure

1. The parent/guardian completes the transfer request form/s (JCB-AF1/AF-2) and submits them to the school assigned to the student's address. (*Sending School*)
2. The *Sending School's* principal reviews and verifies the request information and sends the form/s and a recommendation to the school requested for transfer. (*Transfer School*)
3. The *Transfer School's* principal reviews the request and sends the form/s and a recommendation to the Executive Director of Elementary or Secondary Education.
4. The Executive Director reviews the request and notifies the parent/guardian regarding the approval or denial of the request. The Executive Director considers the following guidelines for the approval or denial decision.

Guidelines for Approval or Denial of Transfer Requests

- Family Move – if the student is attending his/her resident school and the family moves during the school year.
- Child Care Provider Verification – district personnel will verify the following information with regard to Child Care Transfer requests. Fraudulent information will revoke approval of a request at any time during the school year and will prohibit future approvals. The district reserves the right to independently investigate and verify Child Care Provider's information.
 - Parent/Guardian Proof of Residency documents
 - Child Care Provider's documents
 - Proof of Residency for Private Child Care Provider
 - Proof of Payment or Enrollment
- Graduating Senior – if the student is a graduating senior and the family moves the summer before or during his/her senior year.
- Elementary Boundary Changes for 2009-2010 – if the **5th grade** student desires to remain in his/her school for the 2009-2010 school year and parents can provide private transportation. *This option is not available for younger siblings.*
- Building & Grade Level Enrollment – if the request would create a need to hire additional teachers at the Transfer School, the request will be denied.
- Transportation – the ability of the parent/guardian to provide private transportation to the Transfer School. District transportation is not provided for students who transfer out of their Sending School. District transportation will be available to/from a Child Care Provider's address to the school assigned to the address of the Child Care Provider.
- Student Attendance – if the student's transfer causes the student to be tardy or absent from school 10 or more days, the transfer will be revoked at any time during the school year and will prohibit future approval.

