

SHAWNEE HEIGHTS SCHOOL DISTRICT NO. 450

Statement of Understanding and Acceptance

In-District Transfer

The purpose of this form is to serve as an assurance that parents and students understand the guidelines and policies for the transfer of the student from their resident elementary school to another elementary school in the Shawnee Heights School District.

In order to be considered for attendance in an elementary school other than the one of residence, the following requirements are listed:

- Application for in-district transfer must be made each year to the superintendent.
- The application must include a justification for the requested variance from the resident elementary attendance center to another elementary school in the district.
- The written request must be submitted between March 2 and August 1st of the current school year to be considered for admission the following school year. Selection, if approved, will be based, in part, on the date the application is received in the Central Office.
- Requests will not be considered for approval until after the official August enrollment has been completed and classes have been established for that school year. Students must enroll in the school located within their attendance boundary until the transfer request is acted upon by the superintendent.
- Providing the lowest possible classroom pupil-teacher ratio district-wide is an important consideration. The average number of students at the receiving school and the number of students in the grade level classes being requested must be lower than the sending school.
- Parents must agree to provide transportation to and from the receiving school or transport the student to an established bus stop. Transfer students will be allowed to ride the bus unless the bus is or becomes overcrowded. Should overcrowding occur, parents will be responsible for transporting their child to the requested school.
- The approved transfer must remain in the transfer student's best interest and the educational interest of the receiving classroom. Behavior problems at school or on the bus as well as poor peer relationships may cause the request to be revoked at any time.
- If overcrowding occurs any time during the school year, the out-of-boundary student would be the first to be moved from the class, and returned to his/her resident elementary school. Overcrowding is determined by considering the number of students in the class, the special needs of those students, the grade level involved, and total population of the building.
- A parent or legal guardian of a student approved for transfer of enrollment to another school under the Assignment To An Elementary School (In-District) policy must sign a statement of understanding and acceptance of board policies and administrative regulations pertaining thereto as a condition of the approved enrollment transfer.

I have read, understand, and accept the above statement.

Parent/Legal Guardian

Student's Name

Student Current Grade Level_____

Resident Elementary School_____

School Requesting to Attend_____ For Which School Year_____

Date_____

Office Use Only:

Approved Denied

Administrator Initials_____

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