

## Haysville School District Student Transfer Request

Transfer Applicant,

Please read and sign this form prior to sending in the transfer request. Transfers are based on the following stipulations:

- 1) All secondary students (grades 7-12) who transfer from one school to another shall be subject to all eligibility rules of the Kansas State High School Activities Association (KSHSAA) and the Haysville Board of Education. Questions should be addressed to the sending school's administration.
- 2) Students' schedules may vary depending on class availability at the new school.
- 3) Transportation services will not be provided to students attending a school outside their designated attendance areas.
- 4) Requests for transfers for all students must be submitted annually. It should be noted that approval one year is not a guarantee for future approvals.
- 5) An approval of transfer for a student does not automatically apply to siblings. Siblings need to apply separately for transfers and will be subject to the same stipulations as all other transfers.
- 6) Parents are responsible for requesting any refunds of enrollment fees that may be applicable.
- 7) Transfer applications, approvals or denials will be communicated via the U.S. mail.
- 8) All requests for upcoming school year are due before May 1 for priority consideration. The requesting party will be notified in writing of the decision by June 15.
- 9) All requests received after May 1 will be reviewed in August after the August enrollment period ends, and will be analyzed on a space available basis.
- 10) Complete sections A & B of this document and forward this form to the sending school principal of the current attendance center.
- 11) The Haysville School District reserves the right to suspend or revoke a transfer request approval at any time for student truancy and/or student misconduct.
- 12) Failure to sign this form will result in not being considered for transfer approval.

I have read, and understand the above stipulation and procedures for applying for a school transfer.

\_\_\_\_\_  
Printed Parent/Guardian Name

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

<b>Section A – Student Data</b>		<input type="checkbox"/> Male	<input type="checkbox"/> Female
Last Name	First Name	DOB	Telephone
Current Grade	Current Address	City	State      Zip
School currently assigned to: _____		School requesting transfer to: _____	
Is this request?	<input type="checkbox"/> New	<input type="checkbox"/> Renewal	
Was the student enrolled in Haysville Schools last semester?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does the student have an active IEP or 504 Plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is the student currently living with parents?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is this student involved in?	Please specify _____		
<input type="checkbox"/> Athletics	Choir or Instrumental played _____		
<input type="checkbox"/> Vocal/Instrumental Music	Please specify _____		
<input type="checkbox"/> Academic Programs			

<b>Section B – Reason for Transfer</b>		
<input type="checkbox"/> Administrator Recommendation	<input type="checkbox"/> Health Concerns of Student	<input type="checkbox"/> Other Special Program(s) _____
<input type="checkbox"/> Day Care Provisions	<input type="checkbox"/> Location/Proximity to School	<input type="checkbox"/> Other – Please explain _____
<input type="checkbox"/> Discipline/Behavior	<input type="checkbox"/> Special Education Program	
_____		

<p><b>Sending Principal</b></p> <p><input type="checkbox"/> Assignment Should Be Granted <input type="checkbox"/> Assignment Should Be Denied</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p> <p>Signature &amp; Date _____</p>	<p><b>Receiving Principal</b></p> <p><input type="checkbox"/> Assignment Should Be Granted <input type="checkbox"/> Assignment Should Be Denied</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p> <p>Signature &amp; Date _____</p>	<p><b>Disposition – Superintendent</b></p> <p><input type="checkbox"/> Assignment Granted <input type="checkbox"/> Assignment Denied</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p> <p>Signature &amp; Date _____</p>
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