

A student shall be required to attend the school designated for the attendance area in which the student resides, unless the Superintendent approves a transfer based on the exceptional circumstances outlined in this policy.

1. Superintendent-initiated transfer

The Superintendent may transfer a student from his or her assigned school to any school in the District whenever such transfer is determined to be in the best interests of the student and the District.

2. Transfer from a new school

All students living within the attendance area assigned to a new school shall be required to attend the new school for at least one semester or five months, whichever is shorter, before they may request a transfer. However, students who have transferred to a school outside of their attendance area at least one semester before the opening of the new school may continue to attend the school to which they transferred.

3. Student/parent-initiated transfer

A request for transfer of a student from one school to another may be made by a student who is 18 years of age or older or by a parent under exceptional circumstances and for justifiable reasons. Such a request shall be considered by the Superintendent on the basis of the educational needs and interests of the student as well as the educational needs and interests of the students in the sending and receiving schools. Educational needs and interests of the students and schools shall include, but not be limited to, these: (1) functional enrollment numbers for the current year as well as other impacted years; (2) class sizes; (3) adequate program flexibility and efficiency; and (4) staffing. (Transfers for special education purposes will be processed by the school's special services team.)

4. Procedure for transfer requests

- a. A request for transfer for the next school year must be submitted in writing on a form provided by the District. That form shall include pertinent information from this policy and shall include a parent signature line to indicate parental understanding of this policy.
- b. The Superintendent shall approve or disapprove each request for transfer and shall notify the requesting party in writing. A copy of each approved transfer shall be provided to the sending school and to the receiving school. Unless otherwise indicated, an approved transfer shall be effective only for the next school year and must be renewed annually.

## 5. Transportation

As a condition for approval of any transfer request, the requesting party shall be required to sign a form provided by the District to waive that student's right to free transportation that otherwise may have been granted by reason of Board policy or State statute.

## 6. Eligibility for student activities

Any student who transfers to a school outside of his or her attendance area shall be subject to eligibility rules adopted by the board.

## 7. Twelfth grade student transfers

A twelfth grade student who no longer resides in his or her assigned high school attendance area may apply to the Superintendent to attend on a non-tuition basis the high school that he or she attended in the eleventh grade. As used in this policy, "twelfth grade" begins upon completion of the last day of school of the eleventh grade.

B.O.E. Adopted 10 Aug 1981  
B.O.E. Amended 13 Feb 1989  
B.O.E. Amended 12 Jun 1995  
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LEGAL REFERENCE: All eligibility rules of the Kansas State High School Activities Association adopted by the Board.