

Raymore-Peculiar School District

EMPLOYEE Transfer Procedures

- ✓ The Ray-Pec district allows its employees the privilege of an approved transfer of their child and views this as an extra benefit.
 - The district will review this each year and make a determination by the first week in May if employees will have automatic transfer privileges for the next school year.
- ✓ **Parents/Guardians will be responsible for their student's transportation. (Bus service will not be modified for transfers)**
- ✓ **Transfers are valid for one school year and do not carry over to the next.**

Once a transfer is approved, it will not be rescinded **unless** excessive absences, tardies, student behavior or other student issues become a concern. Parents /guardians will receive one warning of concern via written letter from the school stating this as an issue.

OR

If you are an employee that lives outside of the district and your employment with the district ends, your student will no longer be eligible to attend Ray-Pec schools and you will need to transfer your student to your residency school district.

Submitting Transfer Requests

- ✓ Transfer requests should be submitted using the **Employee Student Transfer Request form** (for Certified and resident Classified employees) **or Non-Resident Classified Employee Student Transfer form** (for non-resident classified employees) to the Administrative Services Center.

Administrative Services Center
ATTN: TRANSFERS
21005 S.School Road
PO Box 789
Peculiar, MO 64078

- ✓ Parents/guardians will need to complete a **Transfer Commitment Form** and turn in with each Transfer request.