



Raymore-Peculiar School District

TRANSFER REQUEST During the SCHOOL YEAR

If requesting transfers to multiple school sites, please submit a separate transfer form for each school requested.
Send to: Raymore-Peculiar School District, 21005 S. School Rd., P.O. Box 789, Peculiar, MO 64078 Attn: Student Transfer Request.

For the remainder of School Year 2019-20

Date:

Name of Parent/Guardian: _____ Phone Number: _____

Address: _____ City: _____

If Moving is the reason for the transfer request please provide old address:

Address: _____ City: _____

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Name(s) and grade level of student(s) you are requesting the transfer for:

Name

Grade

19-20

Boundary School according to address _____

School I would like my child/ren to attend _____ for the remainder of the 19-20 school year.

Situation creating transfer need: **(If childcare is the situation then a notarized Childcare Affidavit must be submitted for a transfer to be considered.)**

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I/We have provided accurate and truthful information to the best of my/our knowledge.

Signature of Parent/Guardian requesting transfer: _____

Parent/Guardian will be responsible for their student's transportation to/from school if the transfer is approved.

FOR ADMINISTRATIVE SERVICES ONLY :

Date: _____

Principal approval _____

Signature of Superintendent or designee: _____

Approved Not approved

Raymore-Peculiar School District
During the Year Transfer Procedures

- ✓ Parents/Guardians will be responsible for their student's transportation if a transfer is requested and approved for the remainder of the school year.
- ✓ **Transfer request during the school year are valid for the remainder of the school year and do not carry over to the next year.**
- ✓ Once a transfer during the school year is approved, it will not be rescinded for the current year **unless** excessive absences, tardies, behavior issues or other concerns exist. Parents/guardians will receive one warning of concern via written letter from the school stating this as an issue.
- ✓ Transfers during the school year will be granted based upon "hardship" in School Board Policy JCB
 - Hardship is defined as:
 - A change in legal guardianship
 - Other unique or unforeseen events or circumstances that, in the determination of the school district would be a *significant* disruption to a child's learning and success in school.

Deadlines for Submitting a Transfer Request during the School Year

- ✓ The school should be notified of the address change as soon as it happens. They can assist you with the paperwork needed to request a transfer for your child to remain at their current school.
- ✓ Notification to parents/guardians regarding transfer requests during the school year will be made shortly after the request has been submitted to the Academic Services Department.
- ✓ Parents and guardians should have an alternative plan in the event a transfer request is denied.

Submitting Transfer Request During The School Year

- ✓ Transfer requests during the school year should be submitted on the form entitled **Transfer Request for Remainder of School Year** to the Administrative Services Center during the regular office hours of 8:00 – 4:30.

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

If a transfer is approved

- ✓ Parents/guardians will need to complete a **Transfer Commitment Form** which you should receive from your school's office. Please sign and turn into your school or mail to:

Administrative Services Center
ATTN: STUDENT TRANSFERS

21005 S. School Road
PO Box 789
Peculiar, MO 64078