



# Raymore-Peculiar School District

## Student Transfer Request

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: Transfer Request.

For School Year 2019-20 Date: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

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

<u>Name</u>	<u>Age</u>	<u>Grade</u> 2019-20	<u>School Attended In</u> 2018-19
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

This transfer request is to transfer my child(ren) from \_\_\_\_\_  
(school my child should attend)  
to \_\_\_\_\_ school.  
(school I want my child to attend)

Hardship that exists creating transfer need: **(If childcare is the hardship a notarized Childcare Affidavit must be submitted for a transfer to be considered.)** This form is available on our website, at District office or at your school.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have provided accurate and truthful information to the best of my 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**

Approved Not approved Date: \_\_\_\_\_

Principal of sending school approval \_\_\_\_\_

Principal of receiving school approval \_\_\_\_\_

Signature of Superintendent or designee: \_\_\_\_\_

**Raymore-Peculiar School District**  
***Transfer Procedures***

- ❖ If childcare is the hardship creating the need for a transfer, we will need a **notarized Childcare Affidavit** turned in with the transfer form.
- ❖ Parents/Guardians will be responsible for their student's transportation.
- ❖ Transfers are **valid for one school year only**. If wanting to continue on transfer for the following year a Transfer request for the following year will need to be submitted. (There is always the possibility that the transfer may not be approved for the following year.)
- ❖ Once a transfer is approved, it will not be rescinded for the current year **unless** excessive absences, tardies, behavior concerns or other issues exist. Parents/guardians will receive one warning of concern via written letter from the school stating this as an issue.
- ❖ Transfers 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**

- ❖ Transfer requests should be submitted by July 1st. **Students should register at their boundary school.** (Then if transfer is approved the paperwork/information will be sent to approved building.)
- ❖ Decisions will be made on Transfers **after registration** is complete and parents/guardians will be contacted by the school the student(s) will be attending or by district office.
- ❖ Parents and guardians should have an alternative plan in the event a transfer request is denied.

**Submitting Transfer Requests**

- ❖ Transfer requests should be submitted on the form entitled **Student Transfer Request** to your school or the Administrative Services Center.
- ❖ The form can be mailed to :
  - 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