



# 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 2021-2022

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> 2021-22	<u>School Attended In</u> 2020-21
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

**Eligible reason for transfer need: Please check one of the following:**

- Childcare - **a notarized Child Care Affidavit must be submitted with a transfer request.**
- Family moved - please provide former address and reason for wanting the student to stay at the current school.\*

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

- Family Hardship - please explain situation\* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- District Placement (student has been placed by district in another building/program. Siblings of student placed by district need to attend the same 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 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 Child Care 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 you want to continue on a 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.)
- ❖ Punctual and regular attendance is expected.
- ❖ 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 a written letter from the school stating this as an issue.
- ❖ Transfers will be granted based upon hardship.

**Deadlines for Submitting a Transfer Request**

- ❖ Transfer requests should be submitted by August 1st. **Students should register at their boundary school.** (Then if transfer is approved the paperwork/information will be sent to the 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 the 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 can obtain 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