

USD 443 SCHOOL DISTRICT
MIDDLE SCHOOL TRANSFER REQUEST FORM

One Form Per Student

Date of Request: _____ Date Received by Building: _____

Requesting transfer from _____ to _____

Student name: _____

Requesting transfer for the _____ - _____ school year Grade placement: _____

Parent/Guardian: _____

Address: _____ City: _____ State: _____ Zip: _____

Home phone: _____ Business phone: _____

Does your student receive Special Education Services? _____ If so, which program? _____

ELIGIBLE REASONS (Board Policy JBC); Please check one.

- Request from Outside Agency
- Family Hardship
- Special Education Programs/Other Programs
- Psychological, Emotional or Social Needs
- Administrative Placement

Please provide an explanation for the reason checked above (*Use the back of this form*).

See page 2 for explanation of eligible reason and document requirements due to exceptional circumstances, as well as transfer guidelines and restrictions.

Signature of Parent/Guardian Date

Building Office Use Only

Proof of Residence Received by _____ (*Office Staff Initials*) Date Received: _____

Asst. Superintendent of Secondary Education Date Superintendent Date

Application: Approved Denied

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented: 5/13/19

Revised: _____

Reorganized School District No. 443 Dodge City, Kansas.

For Office Use Only _____

Middle School Transfer Request

Transfers: Under exceptional circumstances a student may be permitted to transfer to another middle school. **One of the following exceptional circumstances must be met for a transfer to be considered.**

Reasons for Transfers Based Upon Exceptional Circumstances:

- A. **Request From Outside Agency** – Requests from juvenile court, social and rehabilitation services or a mental health center may be approved when the transfer will improve the student’s educational welfare. Requests must be in writing and signed by an agency representative.
- B. **Family Hardship** – Transfers for hardships in the family, such as dissolution of the family unit by divorce, placement of a student outside the home, documented abuse or other special circumstances involving change of family structure, may be approved in the best interest of the student and the school district.
- C. **Special Education Programs** – The Special Education Department will assign pupils to appropriate programs as determined by the student’s Individualized Education Program (IEP) through staffing procedures. The Special Education Department may assign students without processing them through the regular transfer process.
- D. **Psychological, Emotional or Social Needs** – Based upon documented supporting evidence, a transfer application may be filed on the basis of psychological, emotional or social needs. A statement prepared by a licensed psychiatrist or psychologist shall be requested to state explicitly the nature of the disability and why the derived school change will be more beneficial to the pupil.
- E. **Administrative Placement** – Under special circumstances, the superintendent or his or her designee may approve the transfer

Transfer Procedures: ALL REQUIRED DOCUMENTATION MUST BE ATTACHED UPON SUBMISSION OF THE [TRANSFER REQUEST FORM](#). TRANSPORTATION MAY BE THE RESPONSIBILITY OF THE PARENT. PUNCTUAL AND REGULAR ATTENDANCE IS EXPECTED.

- Bus transportation may not be furnished for a student who transfers out of his/her school.
- It may be necessary to close certain schools to outside enrollment due to crowded conditions. Staffing, grade level and student enrollment factors are taken into consideration in determining which schools/grades must be closed.

A request for transfer to another school for the succeeding school year must be based upon exceptional circumstances and for justified reasons. The transfer request must be submitted to the Office of the Superintendent on forms provided by the school district. The transfer request must include specific reasons for the transfer.

Athletics:

Middle school students who have been approved for voluntary transfer of enrollment shall be permitted to participate in interscholastic activities only in accordance with the regulations of the Kansas State High School Activities Association (KSHSAA) listed below.