

Frequently Asked Questions

Where can I obtain the necessary form?

1. Transfer Request (elementary/middle school) or Building Assignment Waiver forms (high school) are available at each of the schools. (Contact the school secretary or registrar).
2. Forms are available online at www.usd497.org. The forms for elementary, middle school and high school can be downloaded and printed from the district website.
3. Forms are available at the Lawrence Public School District Office.

Do I have to resubmit a transfer/reassignment request on a yearly basis?

No. Once a transfer/reassignment is approved, it is tentatively granted throughout that educational level (elementary, middle school, high school). For example, if a transfer is approved for a K - 5th grader, it is valid throughout the completion of 5th grade; if its approved for a 6th, 7th or 8th grader, its valid throughout the completion of 8th grade; and so on. However, the principal will conduct periodic reviews of transfers/reassignments into the school to determine whether or not they will continue to be honored. The principal may make a recommendation to rescind a transfer/reassignment, at the end of a trimester or quarter, for such factors as building capacity, class size and code of conduct issues (attendance, tardies, and discipline).

If my child's transfer was approved at the elementary level, do I need to submit another request for middle school and/or high school?

Yes. An approved transfer/reassignment at one level does not automatically apply to the next level. So, if your child's transfer was approved in elementary school, you will need to submit a new request for middle school and another for high school.

If a transfer/reassignment was approved for one of my children, do I need to submit requests for my other children to attend the same school(s)?

Yes. Each request is individually considered; not per family.

If I live outside of the Lawrence boundaries but want my child to attend the Lawrence Public Schools, is this the correct form to complete?

No. You need to contact the Welcome Center located at 110 McDonald Drive 785-832-5000

Whom can I talk with regarding questions and/or concerns about a transfer/reassignment?

Denise Johnson, Sr. Administrative Assistant, Operations 785-330-1732

Once I have completed the form, where do I send it?

All transfer/building assignment waiver forms can be submitted directly to the specific school building -OR- faxed to 785-832-5025 -OR- mailed/delivered directly to:

Lawrence Public Schools
Attn: Denise Johnson
110 McDonald Drive
Lawrence, KS 66044