



# 2012 - 2013

## LAWRENCE PUBLIC SCHOOLS REQUEST FOR MIDDLE SCHOOL TRANSFER

Transfer requests must be submitted to Lawrence Public Schools,  
110 McDonald Drive, Lawrence, Kansas 66044 Attn: Denise Johnson

All requests received in our office **by March 5, 2012** will be reviewed in the first round of considerations. Parental notifications will begin April 2, 2012. All requests received in our office **after March 5, 2012** will be reviewed with parental notifications beginning May 1, 2012. Each request will be reviewed and acted upon on a first come, first-serve-space available basis. **\*\*Effective June 15, 2012, we will not accept or consider a transfer request based on "preference" for the 2012-2013 school year.**

Please indicate your reason for the request-        **Preference\*\*** Complete Section A only             **Relocation** Complete Sections A & B             **Medical/Legal/Emergency** Complete Sections A & C

**A.**  
 Date \_\_\_\_\_ Name of Student \_\_\_\_\_ Grade in **2012-2013** \_\_\_\_\_  
 Assigned School Attendance Area \_\_\_\_\_ Middle School  
 Requesting Transfer into \_\_\_\_\_ Middle School  
 Did you attend a Lawrence Public School during the 2011-2012 School Year? \_\_\_\_\_ If so, which school? \_\_\_\_\_  
 Address of Record \_\_\_\_\_ ZIP \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

**B. If the reason for the transfer request is due to a relocation, please provide the following information:**

New Address \_\_\_\_\_  
 City \_\_\_\_\_ Zip \_\_\_\_\_  
 Effective Date of Relocation \_\_\_\_\_

**C. Please indicate which applies to your request-**

       Medical             Legal             Emergency

Required Documentation: 1) a letter stating your specific reasons for requesting this transfer and include any supporting documents. 2) a letter from a physician, therapist, attorney or other professional validating your child's medical, legal or emergency need for transfer. These items are required for consideration.

*By affixing my signature below, I acknowledge that I have read and understand all provisions of school board policy JBCA – (Student Intra-district Transfer) and administrative regulations which are printed in their entirety on the reverse side of this form.*

**Parent/Guardian name (print)** \_\_\_\_\_ **Signature** \_\_\_\_\_

*A written decision will be issued in a timely manner stating why the request was either approved or denied.*

**Parent/Guardian will be notified of action by U.S. mail or email.**

       Yes, I can be notified by email; my email address is \_\_\_\_\_  
       No, I can not be notified by email

**For Lawrence Public School authorized personnel only:**

       Skyward             Parent Notified      Date Rcvd \_\_\_\_\_      Date Processed \_\_\_\_\_  
 Approved \_\_\_\_\_       Denied \_\_\_\_\_

## Transfer Procedures for Middle School Students

In Lawrence, we do not have an open enrollment policy; school boundaries are based on residential addresses. If attending Lawrence Public Schools, students are to enroll in the school designated to serve the attendance area in which the parent or legal guardian holds legal residence, and, in which the student resides. However, parents and/or guardians may request a student transfer within the district as outlined below.

At the elementary and middle school level, parents may request a transfer to an alternate school for three reasons: (1) school preference, (2) residential relocation, or for (3) documented legal, health, or emergency situations. With regard to school preference, applications at the elementary (K-5) or middle school level (6-8) will not be considered if it would increase a projected class size beyond the district's class size standard. The Chief Operations Officer may reassign a student to any school to ensure an environment that is beneficial to all students.

### Transfer Process

- Each request will be considered on an individual basis.
- All students are required to enroll at their assigned school regardless if they are applying for a transfer.
- All requests received in our office by March 5, 2012 will be reviewed in the first round of considerations. Parental notifications will begin April 2, 2012. All requests received in our office after March 5, 2012 will be reviewed with parental notifications beginning May 1, 2012. Each request will be reviewed and acted upon on a first come, first-serve-space available basis. \*\*Effective June 15, 2012, we will not accept or consider a transfer request based on "preference" for the 2012-2013 school year.
- A written decision (via email or US mail) on all transfer applications received will be issued and if a request is denied, the notice provided will state the reasons for the denial.
- Meeting one or more of the criteria for a transfer does not automatically guarantee the approval. Consideration will be given to class size and the overall makeup of the grade level in determining a school's ability to accept transfers.
- Transportation shall be the Parents responsibility for any student approved for an intra-district transfer.
- If a student has been attending one school and then relocates to another school attendance area, an application may be made to remain at that school for the reason of "relocation" through the completion of that level (elementary, middle, senior high), regardless of the date of the request. However, the request may be denied based on a history of attendance, behavioral and/or code of conduct issues.
- For all transfer requests based on legal, health or an emergency issue, the parents/legal guardian must provide; 1) a letter explaining the reason for the request; 2) a letter from a physician, attorney or other professional validating the child's medical, legal or emergency need for transfer. These items are required for consideration.
- If an application is denied because of class size or building enrollment, the Chief Operations Officer may offer an alternative placement.
- The district reserves the right to revoke any transfer.
- Students affected by a board decision to alter an attendance boundary or to close a school will be provided an opportunity to request an intra-district transfer. The dates for submitting such a request will be specified at the time the board decision is made to close a school or to alter an attendance boundary.
- Students exiting a district program that requires placement in an alternate attendance site will have the opportunity to apply for an intra-district transfer to remain at the school they are attending at the time of exit regardless of the date.
- An approved transfer at one educational level does not set precedence for the next. For example, if your child has been approved for a transfer at the elementary grade level, it does not extend into middle school; if your child has been approved for a transfer at the middle school level, it does not extend into high school. A new request must be submitted for each educational level (elementary, middle school, high school).
- All approved intra-district transfers shall be reviewed by the principal for renewal consideration. The principal may rescind a transfer at any quarter for factors related to building capacity, class size, boundaries, disciplinary/attendance issues and/or failure to comply with building rules as outlined in the student handbook.
- Students (at any grade level) who move with their parents to a residence outside the district boundaries (into another school district) but wish to continue school attendance in the Lawrence School district must apply to the Lawrence School District for non-resident admission.

An appeal hearing can be requested to contest a denial of a transfer request based on health, legal or emergency reasons only. The parent(s)/legal guardian(s) must submit in writing a request for an appeal hearing and send to - Lawrence Public Schools, Attn: Chief Operations Officer, 110 McDonald Dr., Lawrence, KS 66044. The hearing will be held within a reasonable timeframe. A panel, consisting of Board Members and district administrators, will hold the hearing with the parent/legal-guardian. The Appeal Hearing Committee will meet independently to make a final decision. The parent will be notified of the result of the hearing personally by phone or email. In addition, a letter stating the outcome will be sent via U.S. mail.

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I have read the above policies/procedures regarding middle school transfers within the Lawrence Public Schools.

\_\_\_\_\_ Parent Initial