



2022-2023
LAWRENCE PUBLIC SCHOOLS
REQUEST FOR SCHOOL TRANSFER
(Deadline for submission is May 1, 2022)

<i>Internal Use:</i>	
Notified School: _____	
TR End Date: _____	
Approved: _____	Denied: _____

BEFORE THEY WILL BE CONSIDERED, REQUESTS MUST BE COMPLETE AND HAVE PROPER DOCUMENTATION ATTACHED

STUDENT TRANSFER POLICIES & PROCEDURES

Lawrence Public Schools does not have an open enrollment policy; school boundaries are based on residential addresses. Students attending Lawrence Public Schools 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.

- Requests for school transfer for the 2022-23 school year are due May 1, 2022. Parental notifications will occur by July (or possibly before).
- Proof of residency is required for ALL transfer requests. **Applicant must provide one of the following documents: a current gas, electric, or water bill, a lease agreement, auto registration, or contract on a new home.**
- Students will be enrolled into their residential attendance area school even if they are applying for a transfer.
- Transfer requests will be considered on an individual basis. Transfer decisions are based on such factors as available classroom spaces and code of conduct issues which include discipline, attendance and tardiness.
- Siblings are not guaranteed approval to attend the same school. They must apply separately and are subject to the same stipulations as all other transfer requests.
- Buildings may be closed to all incoming transfer students.
- Transportation cannot be provided to students attending a school outside their residential attendance area.
- For transfer requests based on student medical or legal issues, the parent/legal guardian must provide; 1) a letter explaining the reason for the request; and 2) a letter from a medical specialist or legal entity validating the child's medical or legal need for transfer. These items are required for consideration.
- Incoming kindergarten students are required to attend Kindergarten Orientation at their attendance area school. Transfer decisions regarding kindergarten students will not be made until each schools' Kindergarten Orientation has been held.
- An approved transfer at one educational level does not set precedence for the next. A new transfer request must be submitted for each educational level (elementary, middle school, high school).
- High School placement is determined by the 15th Street boundary and requests based on school preference will not be considered.
- All high school students who transfer from one school to another shall be subject to all eligibility rules of the Kansas State High School Activities Association (KSHSAA). Questions regarding eligibility should be directed to the receiving school's activity/athletic director.
- Non-Resident students (at any grade level) who move or reside with their parent/legal guardian at a residence outside the USD 497 Lawrence Public Schools district boundaries (another school district) may be required to apply for admission each school year.
- Non-Resident students who are approved must be enrolled and attending prior to September 15th of any given year.
- Transfer requests will be communicated to each schools' administrative office.
- All approved transfers shall be reviewed periodically by the principal for renewal consideration. The principal may revoke a transfer for such factors as available classroom spaces and code of conduct issues which include discipline, attendance, and tardiness. The district reserves the right to revoke an approved transfer request at any time.

STUDENT INFORMATION

Date: / / Student Name: _____ Grade in 22-23: _____

Current Address: _____ City: _____ Zip: _____

New Address: _____ City: _____ Zip: _____

Effective date for New Address: / / Phone _____

Does the student reside within the USD 497 Lawrence Public Schools boundaries? Yes No

School Currently Attending: _____

Attendance Area School: _____

School Requesting to Attend: _____

Internal Use: New Student Annual Address Updated in PS Letter Sent Entered in SP & Sched. Attached PS

Explanation for Request:

PARENT/GUARDIAN SIGNATURE

By signing below, I acknowledge that I have read and understand all provisions of school board policies JBCA & JBC (Student Intra-District Transfer & Non-Resident Students) and administrative procedures which are printed on page 1. I also understand that this request will not be processed without all necessary documentation attached (proof of residency for all requests or appropriate supporting letters for legal or medical reasons).

____/____/____

Once a decision has been made, you will be notified by phone or letter.

Email this completed form & supporting documents to: enrollment@usd497.org

Lawrence Public Schools Enrollment Center 110 McDonald Dr. Lawrence, KS 66044 Phone: 785-330-1921

For Lawrence Public Schools authorized personnel only:

Request Approved: _____

Building Administrator Signature

Date: ____/____/____

Request Denied: _____

Building Administrator Signature

Date: ____/____/____

If Denied, mark one of the following reason(s):

- Attendance (Student's attendance was not regular and punctual.)
- Disciplinary record (Student did not abide by the student conduct code and avoid major disciplinary problems or a large number of referrals for minor disciplinary problems.)
- Class size and/or building capacity (No request will be approved if such approval would increase or further increase projected class sizes beyond the district's class size standard or building capacity.)
- Student does not reside in the Lawrence Public Schools attendance area (Due to enrollment projections and building capacity issues we are unable to accommodate out of district students.)
- Requests for School transfer for the reason of school preference will not be approved (Lawrence Public Schools does not have an open enrollment policy – students are to attend the school in their residential attendance area.)
- Request was made after the published deadline (Deadline is stated on the transfer form and established so that the district may adjust staffing needs for the next school year.)