2019-2020
LAWRENCE PUBLIC SCHOOLS
REQUEST FOR SCHOOL TRANSFER

(Deadline for submission is March 29, 2019)

1. Complete Sections A and B.
2. Thoroughly read Section C, "Student Transfer Policies & Procedures" on the reverse, and sign the acknowledgement in Section D.
3. Attach all necessary documentation (proof of residence for all requests, and appropriate letters for legal or medical reasons—see Section C for more information).
4. If requesting a transfer after the deadline, attach documentation of event occurring after March 29, 2019 upon which your request is based—see Section C for more information.
5. After request form is completed, signed, and documentation is attached, mail or deliver to:

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

FOR CONSIDERATION, REQUESTS MUST BE COMPLETE AND HAVE PROPER DOCUMENTATION ATTACHED

SECTION A – REASON FOR REQUEST

Please note: Requests for School Transfer at the High School level for the reason of school preference will not be considered.

Explanation for Request _____

_____

_____

_____

SECTION B – STUDENT INFORMATION

Date: / / Name of Student: _____ Grade in **2019-20:** _____

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: _____

This student is currently involved in:
- ☐ Athletics (please specify) _____
- ☐ Vocal/Instrumental Music
- ☐ Forensics/Debate
- ☐ Other

This student is planning to be involved in:
- ☐ Athletics (please specify) _____
- ☐ Vocal/Instrumental Music
- ☐ Forensics/Debate
- ☐ Other _____

SECTION C – 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 2019-20 school year are due March 29, 2019. Parental notifications will begin May 1, 2019. After the due date, requests will only be considered for an event occurring after March 29, 2019. This includes relocation or special circumstances. Documentation will be required to show that the event occurred after March 29, 2019.
- 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.
- The district reserves the right to revoke an approved transfer request at any time.
- 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).
- Senior High School placement will be determined by the 15th Street boundary.
- 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.

SECTION D – PARENT/GUARDIAN SIGNATURE

By affixing my signature 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 in Section C above. Further, I understand that this request will not be processed without all necessary documentation attached (proof of residence for all requests, appropriate supporting letters for legal or medical reasons, or documentation for events occurring after the initial March 29, 2019 deadline).

_____ _____ _____/_____ /_____

Parent/Guardian printed name | Parent/Guardian signature | Date

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

For Lawrence Public Schools authorized personnel only:

Request Approved: _____ Date: _____/_____/_____

Building Administrator Signature

Request Denied: _____ Date: _____/_____/_____

Building Administrator Signature

Date Received: _____/__ ___/_____ Date Processed: _____/_____/_____ ☐Staff Notified ☐Parent Notified ☐PowerSchool