# HAYSVILLE SCHOOL DISTRICT STUDENT TRANSFER REQUEST
## SCHOOL YEAR_____

**STUDENT INFORMATION** **TODAYS DATE**_____

_____

**Last Name** **First Name** **DOB** **Grade**

_____

**Current Address** **City** **State** **Zip**

**District Assigned School** _____ **School Requesting** _____

Is this request? ___New ___Renewal
Was the student enrolled in Haysville Schools last Semester? ___Yes ___No
Does this student have an active IEP or 504 plan? ___Yes ___No
Is the student currently living with parents/guardians? ___Yes ___No
Is this student involved in the following programs? ___Athletics ___Academic Programs
___Vocal Music ___Instrumental Music

**REASON FOR TRANSFER**

___Administrator Recommendation ___Health Concerns of Students ___Special Program(s)
___Day Care Provider ___Location/Proximity to School ___ESOL
___Discipline/Behavior ___Current Student at School ___Space Restrictions (Copy to Transportation)
Other – Please Explain _____

**SENDING PRINCIPAL**

___SPECIAL TRANSFER SHOULD BE **GRANTED**
__ SPECIAL TRANSFER SHOULD BE **DENIED**

_____
**Signature and Date**

**RECEIVING PRINCIPAL**

___SPECIAL TRANSFER SHOULD BE **GRANTED**
___SPECIAL TRANSFER SHOULD BE **DENIED**

_____
**Signature and Date**

**PLEASE READ - TRANSFER REQUESTS ARE BASED ON THE FOLLOWING STIPULATIONS:**

All students (grades 7-12) who transfer from one school to another will be subject to all eligibility rules of the Kansas State High School Activities Association (KSHSAA) and the Haysville Board of Education. Questions should be addressed to the sending school's administration.

- Students' schedules may vary depending on class availability.
- Transportation services **WILL NOT** be provided to students attending a school outside their designated attendance areas.
- Request for transfer for all students must be SUBMITTED ANNUALLY; siblings need to apply individually and will be approved on an individual basis. One year's approval does not guarantee future acceptance.
- Transfer applications, approvals, or denials will be communicated via U.S. Mail.
- All requests are due April 1 for priority consideration. The requesting party will be notified in writing by June 1, any applications received after May 1 will be reviewed in August after the enrollment period ends, and will be analyzed on a space available basis.
- The Haysville School District reserves the right to revoke a special transfer request at any time.

**I HAVE READ, AND UNDERSTAND THE ABOVE STIPULATIONS AND PROCEDURES FOR A TRANSFER**

_____ _____ _____

**PRINTED PARENT/GUARDIAN NAME** **SIGNATURE OF PARENT/GUARDIAN** **CONTACT PHONE #**

**FAILURE TO SIGN THIS FORM WILL RESULT IN NOT BEING CONSIDERED FOR TRANSFER APPROVAL.**

Rev: 1/19