

Transfer Request Timeline (SY 20-21)

In order to process student Intra-District transfer and Non-Resident requests for SY 21-22 in a timely manner, the following timeline has been established:

Monday, March 15, 2021	Open 2021 Student Transfer Request form for parents to complete through Google Form link.
Friday, April 23, 2021	Last day for families to submit 2021-22 Student Transfer Request form.
June 2020	Students on transfer during SY 20-21 are returned to home building (unenrolled if non-resident) in PowerSchool if new request is not submitted. Transfer request approval and denial notices are emailed to families.

*Notes:

- For the purpose of this policy, a student's legal residence shall be determined in accordance with the state statute, K.S.A. 72-1046.
- Provision of this policy shall be applied uniformly to all students regardless of race, creed, color or national origin.
- **A separate form is required for EACH student.**
- Requests are considered on the basis of class sizes, future enrollments, and the student's attendance, academic progress, and behavioral conduct.
- The request is valid for one year only and potentially, may not be renewed due to class size increases (crowded conditions) or if the student does not fulfill the necessary academic progress, attendance, and conduct requirements.
- When applicable, students who do not re-apply for an intra-district transfer will be returned to their school of residency in PowerSchool, based on current address.
- When applicable, students who do not re-apply for admission as a non-resident, will be unenrolled.
- Students/families who are delinquent as it relates to paying fees will not be approved for transfer/re-admission until fees are paid.
- If a transfer/admission is approved, transportation **WILL NOT** be provided by the district.
- **Approval, regardless of "Reason for Request", is not guaranteed.**
- **USD 231 reserves the right to cancel, revoke, or rescind approved requests at any time.**