

**EI DORADO USD 490  
REQUEST FOR STUDENT ENROLLMENT/TRANSFER**

**STUDENT ATTENDANCE CENTER ASSIGNMENTS:** The Kansas residence statute, K.S.A. 72-1046, states that a child of school age may attend school if the child lives with a resident of the district and such resident is the parent/guardian as defined by Kansas law. A school age child is also allowed to attend district schools if placed in the district by a district court, SRS, or is a homeless child.

**DISTRICT POLICY:** Each student of USD 490 shall attend the attendance center within the boundaries the parent/guardian resides. When the parent /guardian changes residence from one attendance area to another, the student(s) shall be transferred at the same time.

Exceptions to these regulations shall be left to the discretion of the superintendent. Transfer requests must be made to the principal of the school of residence, who will communicate the requests to the receiving principal and superintendent. Requests should be initiated prior to the beginning of school. A number of factors are considered for out-of-district or attendance area enrollment. These include but are not limited to: class size, consistent attendance, scholarship effort, appropriate behavior, and positive parent support.

The superintendent will assign out-of-district students to attendance centers. The Board authorizes the superintendent to transfer a student from his/her assigned attendance center to any other district attendance center whenever such transfer is in the best interests of the student or the school district.

**PRINT** Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

Address: \_\_\_\_\_

District/School of Residence \_\_\_\_\_ School Requested \_\_\_\_\_

Reason for Request \_\_\_\_\_

Name of Previous School \_\_\_\_\_ Phone Number \_\_\_\_\_

Has student ever been suspended or expelled? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

Has student withdrawn from another school due to poor attendance, disciplinary reasons, peer/parent conflict, or poor academic performance? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

Are current fees paid? \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Phone Number \_\_\_\_\_ Date of Request \_\_\_\_\_

Sending Principal \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

Receiving Principal \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

Superintendent \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_