

# Policy and Procedures:

## Parent-Initiated **ELEMENTARY SCHOOL** Transfer Request Process

Revised, January 2025



### **SCHOOL ADMISSIONS**

In order to make the optimum use of district school facilities, designated attendance areas for all schools shall be established by the Board of Education. An official description of school boundaries shall be presented annually to the Board of Education for adoption. Students residing within the attendance area of a school shall attend that school, except as otherwise provided by policies of the Board of Education.

Parent-Initiated  
**ELEMENTARY SCHOOL**  
Transfer Request Process

Dear Family,

The Board of Education for the Olathe Public Schools allows for parents to make a request for their child to transfer to a school other than their attendance area school. Board of Education policy allows such action based upon EXCEPTIONAL CIRCUMSTANCES and for HIGHLY JUSTIFIABLE reasons.

The Olathe Public Schools feels strongly that a quality education is provided at each of our schools and as a result encourages students to remain in their attendance feeder pattern.

We also strongly encourage parents and students to communicate with their school's administration regarding concerns and/or interests they may have that influence their seeking a transfer. Often these areas can be successfully addressed through this communication.

Additionally, be advised that information will be sought in terms of validating the EXCEPTIONAL CIRCUMSTANCES and HIGHLY JUSTIFIABLE reasons for a transfer request along with a review of the student's grades, attendance, discipline referrals, etc.

Thank you for reviewing Board policy, procedures and frequently asked questions in this brochure. We appreciate your support in our joint mission of education.

# Olathe Public Schools

## Procedure

1. The transfer process can be initiated by contacting the main office of the elementary school of residence and completing the online transfer application.
2. Parents are asked to carefully review the Board of Education transfer policy prior to completing a transfer application.
3. Both the student's and parent's information sections of the application should be completed providing detailed written comments describing the **exceptional and highly justifiable reason(s)** for requesting a transfer.
4. The transfer application is to be completed by Feb. 28, 2025 for approval for the upcoming school year. This deadline must be strictly adhered to due to scheduling and staffing at the elementary schools.
5. The sending school principal will forward the transfer application to the receiving school principal for additional comments/input.
6. The receiving school principal will forward the transfer application to Elementary General Administration at the District office for review and action.
7. Written notification of approval or denial of the transfer application will be sent to the parent/guardian and the schools involved in the transfer request via email.
8. The school district reserves the right to cancel, revoke, or rescind transfers for just cause at any time.
9. Transfers will be reviewed annually by building administration.
10. Parents will be notified in writing by the end of the school year if there are any changes in procedure or transfer status.
11. Please note: District transportation is not provided for parent-initiated transfer students.
12. If you have questions regarding the transfer process, please contact General Administration.

## **Board of Education Policy: JBC**

### *Student Transfers*

Students shall attend the school designated for the attendance area in which the student resides. However, a student may be permitted to transfer to a school outside of the student's attendance area for exceptional circumstances and highly justifiable reasons. In special circumstances, the superintendent or his/her designated representative may place a student in a school other than the school he or she would attend under Board of Education policies. Such placement may be made after consultation with the student's parents or guardians, sending and receiving principals, and other school personnel.

### *Transfer Procedures*

**Application:** Students and/or parents/guardians may request a transfer to a school outside their assigned attendance area by submitting an application for transfer based upon exceptional circumstances and for highly justifiable reasons. A request for transfer under this provision may be granted if it is deemed to be in the best interest of the student and the school district. The request for transfer must include written comments from the parent/guardian as well as comments and signatures from the sending school principal and the receiving school principal. After the transfer packet is completed it should be submitted to the sending school principal. That principal will then forward the packet to the receiving school principal. The packet will then be forwarded to General Administration. Please note that requesting a transfer for school activity reasons is not an approved Board of Education reason and is a violation of KSHSAA Rule 19.

Applications for transfer at times other than at semesters are discouraged. However, if a transfer request is initiated during the school year by a parent, building administrators, or the Suspension and Expulsion Committee for reasons of discipline, student conduct, or detracting associations, such requests at the elementary level shall be made through building principals. At the middle and high school level such requests shall be made through building principals and General Administration.

## **Board of Education Policy: JBC (continues)**

Although the district will attempt to accommodate transfer requests involving members of the same family, the district may not always be able to do so. Consequently, the granting of a transfer request for one student does not necessarily mean all students within that family will be granted transfers.

### Elementary Grade Level Applications

Following input from the sending and receiving principals, elementary grade level applications for transfer to another school shall be reviewed by sending and receiving principals. Transfer application requests are either approved or denied, pursuant to other policies of the Board of Education establishing exceptions to the general transfer policy. General Administration shall notify the requesting part of the disposition of the request for transfer. A copy of each approved transfer will be provided to the receiving school.

**NOTE:** Transfer requests for kindergarten grade-level students to Title 1 elementary schools with full-day kindergarten classes will not be accepted. Requests for transfers involving elementary students need not be renewed annually but shall be made subject to annual review. Students moving up to the middle and high school level are expected to enroll in the middle and high school designated for the attendance area in which the student resides.

### Criteria for Approval or Denial

Principals of each school in the school district shall review annually the number of additional students, if any, who will be permitted to enroll in that school during the next school year. Determination will include an analysis of space available for additional enrollment by grade levels and class, and will be based upon the school district pupil-teacher ratio standards. Additional consideration shall include the number of students presently residing in the attendance area of the school who can be expected to attend that school in the next school year.

Applications for transfer of enrollment shall be considered on a “first-come, first-served” basis. Application forms must be completed.

## **Board of Education Policy: JBC (continues)**

(with an explanation of the transfer request) and signed by the parent or guardian and the principals of the “boundary” and “receiving” schools. Applications shall be evaluated on its effect upon both the school designated by residence and the proposed receiving school. The following are factors for consideration:

1. Class sizes of the sending and proposed receiving schools,
2. The estimated instructional capacity of the sending and proposed receiving school, including staffing patterns.

### Transportation

No transportation is provided for transfer students.

### New Facilities/Boundary Adjustments

It is the expectation that all students residing within the designated attendance area of a school shall attend that school, except as otherwise provided by the transfer policies of the Board of Education.

**Please note: Kindergarten transfers to Title I schools are not available.**

## For Olathe Public Schools Employees

As a benefit for district employees who reside in Kansas, children of those employees in grades K-12 may enroll in the school district under the following conditions and guidelines:

**Licensed/Certified:** The employee must be employed full- or half-time in a position requiring a certificate or license issued by the Kansas State Department of Education or other Professional Licensing Board of the State of Kansas.

**Classified:** The employee must be employed full-time in a position in the Olathe Public Schools.

Policies are available in their entirety at the district's website. Please see GBZCF (Certified) and GCRH (Classified).



**Notice of Non-Discrimination:** The Olathe Public Schools prohibit discrimination on the basis of race, color, ethnicity, national origin, sex, disability, age, religion, sexual orientation or gender identity in its programs, activities or employment, and provides equal access to the Boy Scouts and other designated youth groups to its facilities as required by: Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act (ADA), the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, the Equal Access Act of 1984 and other relevant state and federal laws as amended. Inquiries regarding compliance with applicable civil rights statutes related to race, ethnicity, gender, age discrimination, sexual orientation, gender identity or equal access may be directed to Staff Counsel, 14160 S. Black Bob Road, Olathe, KS 66063-2000, phone 913-780-7000. All inquiries regarding compliance with applicable statutes regarding Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act and the Americans with Disabilities Act may be directed to the Executive Director of Special Services, 14160 S. Black Bob Rd. Olathe, KS 66063-2000, phone (913) 780-7000. Interested persons including those with impaired vision or hearing, can also obtain information as to the existence and location of services, activities and facilities that are accessible to and usable by disabled persons by calling the Assistant Superintendent, Operations. (05/22)