



A Transfer Approval Commitment form should be turned in with this form.

Raymore-Peculiar School District Student Transfer Request

If requesting transfers to multiple school sites, please submit a separate transfer form for each school requested.

For School Year 2024-25

Date: _____

Name of Parent/Guardian: _____

Phone Number: _____

Address: _____ City: _____ Zip: _____

Name(s) and grade level of student(s) you are requesting a transfer for:

<u>Name</u>	<u>Age</u>	<u>Grade</u> 2024-25	<u>School Attended In</u> 2023-24
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

This transfer request is to transfer my child(ren) from _____
(school my child should attend according to boundary address)
to _____ school.
(school I want my child to attend)

Eligible reason for transfer need: Please check one of the following:

- ☐ Childcare - **a notarized Child Care Affidavit must be submitted with a transfer request.**
- ☐ Family moved - please provide a former address and reason for wanting the student to stay at the current school.*

- ☐ Family Hardship - please explain situation* _____

- ☐ District Placement in a special program/class (student has been placed by district in another building/program.
Siblings of student placed by district need to attend the same school.)

I have provided accurate and truthful information to the best of my knowledge.

Signature of Parent/Guardian requesting transfer: _____

Parent/Guardian will be responsible for their student's transportation to/from school if the transfer is approved.

FOR ADMINISTRATIVE SERVICES ONLY

Approved

Not approved

Date: _____

Principal of receiving school approval _____

Signature of Superintendent or designee: _____

***Use the back of this form if more room is needed for explanations**

Raymore-Peculiar School District
Transfer Procedures

Submitting Transfer Requests

- ❖ Transfer requests should be submitted on the form entitled **Student Transfer Request** to your school or the Administrative Services Center. Can be emailed to Debbie.Johnson@raypec.org
- ❖ A **Transfer Approval Commitment Form** should be turned in with the transfer request form.
- ❖ Forms can be emailed to Debbie.Johnson@raypec.org or the forms can be mailed to :
Administrative Services Center
ATTN: STUDENT TRANSFERS
21005 S. School Road
PO Box 789
Peculiar, MO 64078

Deadlines for Submitting a Transfer Request

- ❖ Transfer requests should be submitted by August 1st. **Students should register at their boundary school.** (Then if transfer is approved the paperwork/information will be sent to the approved building and parents will receive a phone call letting them know it was approved.)
- ❖ **Decisions will be made on Transfers after district registration** is complete which is around the 3rd week of August and parents/guardians will be contacted by the school the student(s) will be attending or by the district office.
- ❖ If childcare is the hardship creating the need for a transfer, we will need a **notarized Child Care Affidavit turned in with the transfer form.**
- ❖ Parents/Guardians will be responsible for their student's transportation.
- ❖ Transfers are **valid for one school year only**. If you want to continue on a transfer for the following year a transfer request for the following year will need to be submitted. (There is always the possibility that the transfer may not be approved for the following year.)
- ❖ Punctual and regular attendance is expected.
- ❖ Once a transfer is approved, it will not be rescinded for the current year **unless** excessive absences, tardies, behavior concerns or other issues exist.
- ❖ Parents and guardians should have an alternative plan in the event a transfer request is denied.