

Student Transfer Request Form

Students are expected to attend their home residence assigned elementary school.

*Capacity equity is a major consideration therefore requests will be decided on a first-come/first-served basis. **The deadline for Incoming Kindergarten Transfer Request Forms is February 11, 2025.** Forms must be turned in to Kearney Central Office or emailed to Transfers@ksdr1.net.*

Considerations:

- Classroom and school capacity - we are making every effort to ensure that classroom sizes are equitable across the district.
- Transfer requests for previously established home daycare (from the previous year) which is in the attendance area of the requested school will be considered. New home daycare arrangements outside of your residence school will not be considered.
- Health, Safety or Welfare of the child (attach supporting documents).
- All students must transfer between district schools when their residence changes to a different attendance area.
- Transfers are a privilege and are not guaranteed. Transfers may be rescinded.
- If a student is approved for transfer it does not mean all siblings are approved.
- Transfers are valid for one year only. Requests must be submitted each year.
- Students are permitted to attend their designated home elementary school, even if their daycare center is located outside the school's boundary. However, in such cases, KSD will not provide transportation.
- Each daycare center will be assigned to the elementary school within the designated attendance area in which it is located.
- If the elementary school assigned to a daycare center reaches KSD capacity standards, students who live outside the school's boundary may be reassigned to another elementary school with available space. In this case, KSD will provide transportation from the daycare center.

Request for Transfer School Year: _____

Parent/Legal Guardian: _____

Address _____ City _____ State _____ Zip _____

Primary Phone _____ Secondary Phone _____ Email _____

Student's Full Name _____ Grade Level _____

Student's Full Name _____ Grade Level _____

Student's Full Name _____ Grade Level _____

Assigned Elementary School _____ Requested Elementary School _____

Parent Signature _____ Date _____

Notaries are available at KSD's Central Office, 425 W. Washington, Kearney, MO

State of _____

County of _____

Subscribed and sworn to before me this _____ day of _____ in the year _____.

Notary Public



Reason for Transfer Request:

____ Health, Safety or Welfare (Attach supporting documents)

____ Other, please explain _____

____ Child Care Transfer Request

PLEASE ATTACH THE **PREVIOUS MONTH'S** CHILD CARE RECEIPT AND A CLEARED CHECK / BANK STATEMENT ECT... SHOWING PAID CHILDCARE SERVICES. (Please block out confidential information, i.e. social security number, wages, etc.). Final verification of enrollment will be conducted prior to the beginning of school.

Provider must complete the section below:

Name of Child Care Provider: _____

Phone: _____

Location: _____

I verify that the above-named parent/guardian/caregiver has one or more child(ren) that I provide childcare services for as indicated above.

Signature of Childcare Provider: _____

Date _____

Please contact Marsha Bartow @ Central Office with any questions regarding transfers - 816-628-4116 or BartowM@ksdr1.net.

Transfer Approved ____ Transfer Denied ____ Building Notified ____

Jennifer Kopp - Asst. Supt. of Academic Services