

COLUMBIA PUBLIC SCHOOLS

Secondary Transfer Request Form

1818 West Worley • Columbia Missouri 65203 • (573) 214-3411

In keeping with Board of Education policy, students are expected to attend the school which serves the attendance area in which they reside. Exceptions may be made in the best interest of the student and/or the school. Under this policy, transfers from one secondary school to another are discouraged, but may be granted under certain circumstances.

Guidelines for consideration of student transfers include:

- Transfers are not approved for reasons related to athletic or music participation.
- Parents assume transportation responsibility for any student granted a school assignment outside the designated attendance area.
- Student behavior and attendance concerns may have an impact on the initial and continued acceptance of a transfer.

*Under MSHSAA regulations, any **high school or junior high student** who chooses to attend a school other than the school in his/her home attendance area, shall be eligible only at the sub-varsity level in all sports for 365 days from the date of transfer approval.*

- **All requests for transfer for the following fall semester must be submitted to the assistant superintendent for secondary education by March 1 annually.**
- It is the responsibility of the parent/guardian to obtain the necessary principals' signatures and return the completed form to the school district's administration building.
- A district committee will review transfer requests.
- Decisions on high school requests will be made after May 31 when pre-enrollment numbers are complete and students will be notified of the decision in early June. In the case of transfer requests to Hickman High School, enrollment will be limited to 2,100 and decisions will be determined by lottery if necessary.
- Applicants will be notified of the committee's decision by mail.
- Requests for high school transfer by current eighth grade students will not be accepted. You may apply for a high school transfer only after the ninth grade year has started.

Requests determined by the committee to be of an urgent nature, may receive consideration outside the March 1 time frame.

Persons requesting a school transfer should complete both sides of this form.

Date _____

Pupil's Name _____
(Last) (First) (Middle) (Birthdate)

Pupil's Address _____
(Zip Code)

Current Grade Level _____ Current School _____

Parent or Guardian's Name _____
Mr. _____
Mrs. _____
Dr. _____
Ms. _____ (Last) (First)

Address (if different) _____

Telephone (Home) _____ (Work) _____

School **FROM** which pupil wishes to transfer _____

School **TO** which pupil wishes to transfer _____

