

**REYNOLDSBURG CITY SCHOOLS  
INTRA-DISTRICT TRANSFER REQUESTS  
ADMINISTRATIVE GUIDELINES  
2011-2012 SCHOOL YEAR**

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Students enrolling in the Reynoldsburg City School District are assigned to the school or special education program serving their designated attendance area. Parents who wish to have their child/children attend a different school may request an intra-district transfer. Applications must be made annually. The following guidelines are in place to clarify the procedures and criteria necessary to facilitate the processing of an intra-district transfer.

Application Procedures

Applications for intra-district transfers are available upon request from the administrative offices of each school building and the Board of Education Office at 7244 East Main Street, Reynoldsburg. Request forms must be completed only by the parent/legal guardian of the child. Completed forms are to be returned to the Board of Education Office. All forms must be submitted by **Friday, April 15, 2011**. Intra-district transfer requests will then be submitted to the Superintendent of Schools. Approval or non-approval of requests will be decided by the Superintendent.

Criteria for Open Enrollment

- A transfer request is subject to space availability in the school that the parent is requesting for the child (school of choice). Space availability is determined by school enrollment information regarding class size, grade level and total building capacity. Staffing levels of the requested schools will not be changed for the purpose of specifically accommodating transfer requests. The district reserves the right to add or reduce grade level sections as necessary.
- An intra-district transfer will also be considered in the order in which the transfer is received.
- Siblings of students in the District, assigned to another building because of Special Education placement, will be given special consideration.
- A student who has been suspended or expelled from school for ten days, in the current or immediately preceding semester, may be denied an intra-district transfer.
- **PARENTS/LEGAL GUARDIANS WILL BE RESPONSIBLE FOR TRANSPORTATION.**

Administration of Intra-district Transfers

- Intra-district transfer requests must be made prior to the beginning of the school year.
- Transfer requests are for one school year only.
- Approval for an intra-district transfer for one school year does not guarantee approval in subsequent years.
- Residents of the attendance area of a school will be given priority over intra-district transfers.
- An elementary intra-district transfer request will not be granted if the request is to a school in which the requested grade level has a higher student:teacher ratio.
- Students who have been granted an intra-district transfer will remain in their school of choice for the entire school year.
- If a student changes residency within the school district, after being granted an intra-district transfer, the student may remain in the school of choice for the remainder of the school year.
- Intra-district transfers may be cancelled if the student shows a pattern of attendance, truancy or discipline problems. A student whose transfer is cancelled will be returned to his/her home school.
  
- *All intra-district transfer requests for the 2011-2012 school year must be received no later than **Friday, April 15, 2011**, at the Board of Education Office, 7244 East Main Street, Reynoldsburg, or by fax to the same at (614) 501-1050.*
  
- **Parents will be notified by building principals, on September 2, 2011, of the status of their child's intra-district transfer request for the 2011-2012 school year.**
  
- Final decisions for all intra-district transfers rest with the Superintendent of Schools.

## Reynoldsburg City Schools

### Intra-district Transfer Request

#### for the 2011-2012 School Year

The purpose of an intra-district transfer in the Reynoldsburg City School District is to allow a student to attend a Reynoldsburg City School out of his/her area of attendance area. All intra-district transfers shall be in accordance with administrative guidelines. Please complete this form **for each child** for whom you are requesting a transfer and return each request to the Administrative Offices of Reynoldsburg City Schools at 7244 E. Main Street, Reynoldsburg, Ohio. *Intra-district requests are NOT necessary for Summit Road Elementary. Separate applications are available on our website ([www.reyn.org](http://www.reyn.org)) or at the Board of Education Office.*

Student \_\_\_\_\_, \_\_\_\_\_ Grade level **for 2011-2012 School Year** \_\_\_\_\_  
(Last Name) (First Name)

Parent/Guardian \_\_\_\_\_ Primary Contact Phone Number \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_

School of Residency \_\_\_\_\_ School attended 2010-2011 \_\_\_\_\_

- I wish for my child to attend his/her **School of Residency** for the 2011-2012 school year.
- I wish to renew my child's intra-district transfer request for the 2011-2012 school year.
- This is a new request.** I wish for my child to attend \_\_\_\_\_ for the 2011-2012 school year. (School of Choice)
- I will be applying for my child to attend Summit Road Elementary (STEM program) for the 2011-2012 school year. (Separate application.)

How long has your student attended your school of choice? \_\_\_\_\_ year(s)  
 Does your child receive speech services? \_\_\_\_\_ Does your child have an IEP? \_\_\_\_\_  
 Is the reason for the intra-district transfer request due to childcare arrangements? Yes \_\_\_\_\_ No \_\_\_\_\_

I am requesting this transfer because \_\_\_\_\_  
 \_\_\_\_\_

I understand this request, if approved, is for the 2011-2012 school year only and **TRANSPORTATION WILL BE MY RESPONSIBILITY**. I also understand that providing false information may result in the student returning to his/her home school.

  X   \_\_\_\_\_ Date \_\_\_\_\_  
 Parent/Guardian \_\_\_\_\_

**\*\*\*This form MUST be submitted to the Administrative Offices of Reynoldsburg City Schools, 7244 E. Main Street, Reynoldsburg, no later than April 15, 2011. Late or incomplete applications will NOT be accepted and the student will be placed in his/her School of Residency for the 2011-2012 school year.\*\*\***

**Office Use Only**

Date Received \_\_\_\_\_ Initials: \_\_\_\_\_  
 Request Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Date: \_\_\_\_\_