

**REYNOLDSBURG CITY SCHOOLS
INTRA-DISTRICT TRANSFER REQUESTS
ADMINISTRATIVE GUIDELINES
2019-2020 SCHOOL YEAR**

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 Welcome Center at 1555 Graham Road, Reynoldsburg. Request forms must be completed only by the parent/legal guardian of the child. Completed forms are to be returned to the Welcome Center. All forms must be submitted by **Friday, May 17, 2019**. 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 Intra-District Transfer

- 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.
- **Changes in residency must be reported within 10 days of move-in date in order for request to be considered.**
- **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 NEW intra-district transfer requests for the 2019-2020 school year must be received no later than **Friday, May 17, 2019**, at the Welcome Center, 1555 Graham Road, Reynoldsburg, or by fax to the same at (614) 501-1049. **Yearly renewals will be due no later than April 15, 2019.***
- Final decisions for all intra-district transfers rest with the Superintendent of Schools.

**NEW
DUE BY
MAY 17, 2019**

**Reynoldsburg City Schools
Intra-district Transfer Request
2019-2020 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 Welcome Center at 1555 Graham Road, Reynoldsburg, Ohio. **Please note: this is NOT the application for the STEM programs at either Summit, Herbert Mills or Baldwin, or High School Academy transfers.**

Student _____, _____ Grade level **for 2019-2020 School Year** _____
(Last Name) (First Name)

Parent/Guardian _____ Primary Contact Phone Number _____

Street address _____ City _____

School of Residency _____ School attended 2018-2019 _____

I wish to renew my child's intra-district transfer request for the 2019-2020 school year.

I wish for my child to attend his/her **School of Residency** for the 2019-2020 school year.

This is a new request. I wish for my child to attend _____ for the
2019-2020 school year. (School of Choice)

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 2019-2020 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 _____
Parent/Guardian Date

*****This form MUST be submitted to the Welcome Center of Reynoldsburg City Schools, 1555 Graham Road, Reynoldsburg, no later than May 17, 2019 for first round consideration. Applications submitted after this date may be honored only if class size permits. Final decisions for all applications will be made August 16, 2019.*****

Office Use Only

Date Received _____ Initials: _____

Request Approved: _____ Not Approved: _____ Date: _____