



REYNOLDSBURG CITY SCHOOLS

INTRA-DISTRICT TRANSFER REQUESTS

ADMINISTRATIVE GUIDELINES

2022-2023 SCHOOL YEAR

Kindergarten – 8th Grade ONLY

Students enrolled 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. **Application requests 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 and returned to the Welcome Center.** *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.*

**All Intra-District forms (new requests or renewals) must be submitted
by no later than Friday, March 11, 2022**

at the Welcome Center, 1555 Graham Road, Reynoldsburg,
by either in-person, fax (614) 501-1049 or email at welcomecenter@reyn.org

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.
- **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.
- Final decisions for all intra-district transfers rest with the Superintendent of Schools.



Student ID # _____

REYNOLDSBURG CITY SCHOOLS

Intra-District Transfer Request

for the **2022-2023** School Year

Kindergarten – 8th Grade ONLY

PARENT/LEGAL GUARDIAN WILL BE RESPONSIBLE FOR TRANSPORTATION

Please note: this is NOT the application for the STEM programs at either Herbert Mills, Summit Road or Baldwin Road Middle.

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 RCS neighborhood school 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 by either in-person, by fax (614) 501-1049 or email at welcomecenter@reyn.org

Student _____, _____
(Last Name) (First Name)

Current School _____ Grade level for **2022-2023** School Year _____
School of Attendance for 2021-2022

Parent/Guardian _____ Primary Contact Number _____

Street address _____ City _____

RCS School of Residency _____
Neighborhood School

I wish to **RENEW** my child's intra-district request for the 2022-2023 school year.
How long has this student attended this school? _____ year(s)

I wish to **DECLINE** the intra-district **RENEW** for my child and wish for him/her to attend their **School of Residency** for the 2022-2023 school year.

This is a **NEW REQUEST**. I wish for my child to attend _____ for the 2022-2023 school year.
Requested School

Does your child receive speech services? YES NO Does your child have an IEP? YES NO

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 2022-2023 school year only and transportation will be my responsibility. Also, I understand that providing false information may result in the student returning to his/her home school.

X _____
parent/guardian signature date

This form must be submitted to the Welcome Center **by no later than Friday, March 11, 2022** for first round consideration. Applications received after this date may be honored only if class size permits. Final decisions for all applications will be made by August.

OFFICE USE ONLY: Date Rec'd: _____
Initials: _____

Request Approved: _____ Date: _____
Request Denied: _____ Date: _____