



REYNOLDSBURG CITY SCHOOLS

Intra-District Transfer Request

for the **2024-2025** School Year

Kindergarten – 8th Grade ONLY

PARENT/LEGAL GUARDIAN WILL BE RESPONSIBLE FOR TRANSPORTATION

The purpose of an intra-district transfer is to allow a resident student to attend a Reynoldsburg City School out of his/her assigned 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 the form(s) 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/Assigned School _____ Grade level for **2024-2025** School Year _____
Current/Assigned School

Parent/Guardian _____ Primary Contact Number _____

Street address _____ City _____

I wish for my child to attend _____ for the **2024-2025** school year.
Requested School Building

- | | | |
|------------------------------------------------------------------------------------|------------------------------|-----------------------------|
| Does this student receive speech services? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does this student receive services under an IEP? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does this student have a sibling receiving IEP services at the requested building? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does your student receive ESL services? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you making the same request for other siblings in the District? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is this request being made due to childcare arrangements? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

I am requesting this transfer because: _____

- I understand that this request will be granted only if seats are available in my child's grade level at the requested school, after all boundary residents are enrolled. Request will be honored in the order in which they are received.
- I understand that transportation to and from this school will be my responsibility and that daily-off and pick-up must be aligned to the school's bell schedule.
- I understand that approval for this request will be **for the 2024-2025 school year only** and that I must re-apply for an Intra-District transfer each school year.

I understand this request, if approved, is for the **2024-2025 school year only** and transportation will be my responsibility.

X _____
Parent/Guardian signature Date

OFFICE USE ONLY: Date Rec'd: _____ Request Approved: _____ Date: _____
 Initials: _____ Request Denied: _____ Date: _____



REYNOLDSBURG CITY SCHOOLS

INTRA-DISTRICT TRANSFER REQUESTS

ADMINISTRATIVE GUIDELINES

2024-2025 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 request forms must be completed only by the parent/legal guardian of the child and returned to the Welcome Center by either in-person, fax (614) 501-1049 or email at welcomecenter@reyn.org

Intra-district transfer requests will then be submitted to the Superintendent of Schools or designee. Approval or non-approval of requests will be decided by the Superintendent or designee.

All Intra-District forms must be submitted to the Welcome Center

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. Space availability is determined by school enrollment information regarding class size, grade level and total building capacity and caseloads. 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.** This includes daily, on-time drop-off and pick-up in accordance with the school's bell schedule.

Administration of Intra-District Transfers

- **Intra-district transfer requests may not be made once the school year has begun.**
- **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 than the student's assigned school.
- Students who have been granted an intra-district transfer will remain in their school of choice for the entire school year.
- Families moving between boundaries during the school year may apply for their student(s) to remain in their current school for the remainder of the school year. All intra-district criteria and guidelines apply.
- 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 will be made in August no later than 10 days prior to the start of school.**
- **ONLY Approved Transfer Requests will be notified.**