

## KERN HIGH SCHOOL DISTRICT INTRA-DISTRICT SCHOOL TRANSFER

<b><u>STUDENT'S LAST NAME:</u></b>	<b><u>FIRST NAME:</u></b>	<b><u>PRESENT GRADE:</u></b>	<b><u>DATE OF BIRTH:</u></b>
<b><u>PARENT/GUARDIAN NAME:</u></b>		<b><u>UID #: (Office use only)</u></b>	
<b><u>TELEPHONE:</u></b>	<b><u>SCHOOL OF RESIDENCE:</u></b>	<b><u>REQUESTED SCHOOL:</u></b>	
<b><u>PARENT/GUARDIAN ADDRESS, CITY, &amp; ZIP:</u></b>			

*PARENT/GUARDIAN GIVE SPECIFIC REASONS FOR REQUESTING TRANSFER (attach additional sheet if necessary)*

A condition of this transfer is that the parent agrees to provide transportation for his/her son or daughter. The district may revoke this transfer if the conditions under which it was granted cease to exist, or prove to be erroneously stated. **Denial of a transfer request must be appealed to the Office of School Support Services.**

(Office use only)

**SITE ADMINISTRATOR CHECK TYPE OF TRANSFER REQUESTED, DISCUSS WITH PARENT/LEGAL GUARDIAN, AND HAVE THEM INITIAL THAT THEY RECEIVED A COPY OF THE KHSD TRANSFER POLICY.**

- MUTUAL AGREEMENT** – Requires an agreement between the sending and receiving schools (based on unusual circumstances including transfers for curriculum & program reasons) One, and only one, Mutual Agreement transfer may be granted to any student in a four-year period. (See transfer information/policy information.)
- TEMPORARY TRANSFER** – Granted for a specific period of time.
- PREVIOUS ATTENDANCE** – Requires one or more years of previous attendance at requested school.
- FAMILY** – Requires a sibling in the same household with parent or legal guardian and attending at the requested school. **(Family does not apply if older sibling attends school by Open Enrollment or Mutual Agreement)**

<b>Name of Sibling: (Please Print)</b>	<b>Date of Birth:</b>	<b>UID #:</b>
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- OTHER** – Involves unusual transfers that are not consistent with the above categories.

**The conditions of this transfer have been discussed with me and I understand that the siblings of this student are not guaranteed attendance and must apply through the Open Enrollment process. I have received a copy of the KHSD policy regarding transfers. FALSE STATEMENTS ON THIS FORM WILL RESULT IN IMMEDIATE REVOCATION OF THIS TRANSFER.**

\_\_\_\_\_  
Signed (Parent/Legal Guardian)

\_\_\_\_\_  
Date

- Initial to acknowledge receipt of district transfer policy.

**Office use only**  
**Site Administrator's Additional Comments or Recommendations**

**School of Residence:**

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**Proposed School:**

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**Dist. Adm.:**

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**Any extraordinary transfer must be discussed with the District Director before enrolling student.**

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Signed (School of residence)      \_\_\_\_\_  
Date

Approved

Denied

\_\_\_\_\_  
Signed (Proposed school)      \_\_\_\_\_  
Date

Approved

Denied

\_\_\_\_\_  
Dir. School Support Services      \_\_\_\_\_  
Date

\_\_\_\_\_  
Approved/Type

Denied

KERN HIGH SCHOOL DISTRICT  
Office of Athletics & Activities/School Support Service  
**INTRA-DISTRICT TRANSFER POLICY**

**(TO BE DISCUSSED WITH PARENT/GUARDIAN APPLYING FOR A STUDENT TRANSFER)**

- Intra-district transfers will be reviewed each grading period for good citizenship, regular attendance and a minimum of average grades. Transfers who are judged not acceptable will be revoked.
- Intra-district transfers, which would worsen overcrowded classes, will be denied.
- An intra-district transfer may not be granted to a student whose attendance; conduct or academic achievement does not satisfactorily meet the expectations of the requested school of attendance.
- When specific or unusual circumstances necessitate a transfer, the District Director will determine the school of attendance.
- Final decisions regarding transfers requested will be determined by the District Director.
- **Mutual Agreement Intra-district Transfers do not allow** for younger siblings to follow and attend the same school.

Siblings of students receiving an intra-district transfer are not guaranteed attendance as family and must apply through the open enrollment process.

The district reserves the right to deny any intra-district transfer request, regardless of stated guidelines, when such a transfer would not be in the best interest of the district and/or student.

**APPEALS:**

**Denial of an intra-district request may be appealed to the Office of School Support Services appeal panel. Appeal panel hearings are held monthly. Contact School Support Services 827-3157**