



APPLICATION FOR TRANSFER

(Attendance of school outside student's residence boundary)

Applications must be submitted each school year. Applications are accepted between April 1 and July 31. You will be notified in writing of the decision.

Consideration criteria include: the student's grades, attendance, conduct and class size at the requested school. Students cannot have outstanding school fees or food service balances. Per the USD 345 Board of Education policy, transfer students may be admitted to the extent that staff, facilities, equipment, and supplies are available.

NEW students entering grades 1-12, a copy of the student's most recent report card and attendance record must be attached to this application.

Does this student have an IEP? (If yes, a copy (new students only) must be submitted with this application.)

Yes No

Today's Date:

Application for School Year:

Student's Name:

School Currently Attending:

Grade level for Year Requesting:

Parent/Guardian Name:

Day Phone #:

Residence Address:

Students entering grades K-6

Please list your 1st and 2nd choices for attendance centers.

1st choice:

2nd choice:

Students entering grades 7-12

Are you willing to have your student participate in the USD 345 random drug testing program?

Yes No

Are you willing to have your student participate in the USD 345 nicotine and tobacco drug testing program?

Yes No

Please list the extracurricular activities (i.e. band, choir, sports, clubs) your student plans to participating in?

Please state the specific reasons for your request:

Statement of Understanding and Acceptance for Non-resident Status

This form provides parents/guardians and students with the guidelines and policies for enrollment and attendance as a student in the Seaman School District under the designation of out of district students.

In order to be considered for attendance as an out of district student, the following requirements must be met (initial each requirement):

- _____ 1. Transportation to or from school for non-resident students will not be provided by the district, other than elementary students who attend a daycare at a regularly scheduled stop.
- _____ 2. An approved and accepted, non-resident student, who violates the academic achievement (passing at least 5 classes or making significant progress toward objectives of an IEP), attendance (no absences beyond building/district policy, no unexcused absences and no truancy referrals), or conduct standards (absence of major disciplinary referrals or large accumulation of minor discipline referrals), under which they were approved will be denied further enrollment.
- _____ 3. A parent or legal guardian of the student requesting enrollment in USD 345 as a non-resident student must sign this statement of understanding and acceptance of board policies, student handbook and administrative regulations pertaining thereto as a condition of enrollment.
- _____ 4. Non-resident students are subject to changes in board policy, which affect their status as students attending a USD 345 school.
- _____ 5. Non-resident secondary students shall participate in the district's random drug testing program.
- _____ 6. Application as a non-resident student must be made each school year to the office of the superintendent after April 1 of the current year and by July 31 of the year of attendance.
- _____ 7. Elementary students may request the attendance center in which they wish to enroll. Approval will be based on availability of space and current staffing, equipment requirements and/or any other relevant educational factors as determined by the superintendent.
- _____ 8. Eligibility for extracurricular activities will be determined by current KSHSAA guidelines.

I have read, understand, and accept the above statement. Any falsification of required documentation may result in immediate removal from the school district.

Parent/Guardian Signature:

Parent/Guardian Email:

Mail to:
Seaman USD 345
901 NW Lyman Rd
Topeka, KS 66608
785-575-8600

Or email:
tdunham@usd345.com

FOR OFFICE USE ONLY

New:
Repeat:
Outstanding Fees:
Approved:
Denied: