



## 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.

For **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? **Yes/No**  
If yes, a copy (new students only) must be attached to this application.

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.

Today's Date: \_\_\_\_\_ Application for school year: \_\_\_\_\_

Student's Name: \_\_\_\_\_  
Last First Middle Initial

School Currently Attending: \_\_\_\_\_ Grade level for year requesting: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Day Phone #: \_\_\_\_\_

Residence Address: \_\_\_\_\_  
Street address City Zip

**For students in grades K - 6<sup>th</sup>**, please list your 1<sup>st</sup> and 2<sup>nd</sup> choices for attendance centers.

1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> choice \_\_\_\_\_

**For students entering grades 7-12:** Parents, are you willing to have your student participate in the USD 345 random drug testing program? **Yes/No**

Students, what extra curricular activities (i.e. band, choir, sports, clubs) do you plan on participating in?

\_\_\_\_\_  
Please state the specific reasons for your request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Email

### FOR OFFICE USE ONLY

Outstanding Fees \_\_\_\_\_  
New Repeat Approved Denied

**Seaman USD 345 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:

- \_\_\_\_ 1. Transportation to or from school for non-resident students will not be provided by  
initial 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  
initial 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  
initial 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  
initial status as students attending a USD 345 school.
  
- \_\_\_\_ 5. Non-resident secondary students shall participate in the district's random drug  
initial testing program.
  
- \_\_\_\_ 6. Application as a non-resident student must be made each school year to the office  
initial 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  
initial 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  
initial guidelines.

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

Student\_\_\_\_\_

Grade Level\_\_\_\_\_

Resident School District\_\_\_\_\_

School Requesting\_\_\_\_\_

Parent/Legal Guardian\_\_\_\_\_ Date\_\_\_\_\_