

**RAPID CITY AREA SCHOOLS PERSONAL TRANSFER REQUEST - K -12**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_  
(Date & Time to be completed by the Office of the Assistant Superintendent of Educational Services.)

**Personal transfer request guidelines follow:**

1. For requests for the following school year, this completed form must be returned to the Office of Educational Services no sooner than the first Monday in February for senior high students and no sooner than the second Monday of January for elementary & middle school students.
2. Parents are responsible for transportation.
3. Personal transfer students may be moved to another school at any time to make room for students who reside in that attendance area. Students enrolled through a personal transfer will be moved to another school on a "last in, first out" order.
4. Once enrolled in a non-resident attendance center, the enrollment will continue unless a student is assigned to another school to accommodate class size or a subsequent transfer application is approved. **If a change of residence occurs, a student that has been attending a school for at least 30 days may complete the school year at that school. If they wish to attend the following year, they must complete the personal transfer form according to #1 above.**
5. It shall be the goal of the board to maintain a student enrollment not to exceed 25 students in kindergarten through grade 3, 30 students in grades 4 through 5, and 30 students per core (science, mathematics, social studies, and language arts) in grades 6 through 8.
6. Senior high transfer students must meet the eligibility requirements of the South Dakota High School Activities Association to participate in competition and contests.

Parent's Name and Address (Please print legibly):

Student's Name (Please print legibly):

\_\_\_\_\_  
Name

\_\_\_\_\_  
Grade You're Requesting A Transfer For \_\_\_\_\_

\_\_\_\_\_  
Street

I wish to transfer from \_\_\_\_\_

\_\_\_\_\_  
City, State, Zip

to \_\_\_\_\_

Telephone # \_\_\_\_\_

Work # \_\_\_\_\_

Has student been suspended or expelled? \_\_\_\_\_

Email \_\_\_\_\_

Rapid City Area Schools District Policy JECC states that the board of education has the legal authority to determine which school a student will attend. The legal address will be determined by the residence of the student's parent(s) or legal guardian(s). A power of attorney is not sufficient to establish legal guardianship.

***I certify by my signature that the information provided is true, complete, and correct to the best of my knowledge. I understand that any omission of information, or misrepresentation discovered before or after the enrollment process or while the student is in attendance, shall result in immediate revocation of that student's enrollment status in the school.***

X \_\_\_\_\_  
Parent's Signature

X \_\_\_\_\_  
Date

**The following information is to be completed by school official:**

Is student on an I.E.P.? YES NO Director of Special Services \_\_\_\_\_

Is this a placement? YES NO

APPROVED DENIED \_\_\_\_\_  
Asst. Superintendent of Educational Services Date

**Please submit this form to Rapid City Area Schools, Asst. Supt. of Educational Services, 300 6th Street, Rapid City, SD 57701 or call 394-4037 or 394-5147 if you have questions. Parent will receive a copy when the request is approved or denied.**