

SCHOOL TRANSFERS F.A.Q.

Q: I want to transfer to a school that is not my assigned neighborhood school. What do I need to do?

A: The parent/guardian must complete a Transfer Application by the deadline indicating the school(s) to which your student will apply for transfer. Then submit the application either online or to the Demographics Department by the deadline.

Deadlines:

Next year transfer application window	Jan 1st to March 31st
Semester-time Transfer application window	Oct 1st to Dec 19th

Q. What happens if I miss the student transfer deadline?

A: If you miss the deadline for transfer, Demographics will not consider your Transfer Application until the next transfer period.

Q: Do I need to fill out a Transfer Application every year?

A: No, your child may continue to the highest grade of that school. After completing the highest grade, you can request a school other than your neighborhood school for the following year, but you will need to submit a Transfer Application to be considered.

Q: Will the District provide transportation to my child's transfer school?

A: As a general rule, if you transfer your student, transportation is your responsibility. However, there are a few situations/programs that provide limited transportation. Please contact our Transportation Department at 785-295-3916 for busing information.

Q: What happens if we want to return to our neighborhood school from a transfer school?

A: To return to your neighborhood school for the next school year, simply enroll at your neighborhood school in August. If you wish to return to your neighborhood school any time mid-year, you must submit a Transfer Application to the Demographics Department before you can return. Returning to your neighborhood school mid-year is only approved in isolated cases.

Q: I listed three transfer schools on my son's Transfer Application. Is he guaranteed a space in one of these three choices?

A: Transfer slots are limited. You are NOT guaranteed a space in a school that is not your neighborhood school. The Demographics Department determines placement for transfer requests based on space availability, program availability, and diversity factors.

Q: My daughter is in fifth grade this year, her last year at a transfer elementary school. We want her to continue on with her friends to the feeder middle school next year. Is that possible?

A: Yes, it is possible to continue on in her feeder middle school. Demographics does not *guarantee* a space at the transfer feeder. To be considered, you must submit a Transfer Application by the deadline.

Q: I'm moving to another school area within the district in the middle of the year, but want my child to remain in his current school. Is that possible?

A: Yes. Students who are moving may remain in their current school or enroll in their new neighborhood school. You must notify the school of your new address. Also, any existing busing may end once you move away from your neighborhood school.

Q: We just moved to Topeka. How do we find out about our neighborhood school?

A: To locate your neighborhood school, please contact the Demographics Department at 785-295-3055.