

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER 8025-01
<p>SUBJECT:</p> <p>STUDENT TRANSFERS AND ENROLLMENT</p>	<p>DATE OF ISSUE: 04/23/91</p> <hr/> <p>REVISIONS: 06/15/00; 02/08/02; 02/02/12; 08/14/16; 06/25/18; <u>??/??/23</u></p> <hr/> <p>PREPARING OFFICE:</p> <p>ASSESSMENT & DEMOGRAPHICS</p>

I. PURPOSE

To promote academic success by limiting the effective date of student transfers, ~~otherwise~~ authorized by Board of Education Policy No. 8025, requested during the school year and to establish guidelines for the enrollment of students.

II. PROCEDURE:

A. In-District Transfers

1. With the exception of extenuating circumstances as described in section V. E. or I. H.A.3. of this regulation, transfer applications submitted at any time other than the initial period designated annually by the superintendent of schools pursuant to Section VI-B of Board of Education Policy No. 8025 for the beginning of the next school year will not be approved.
2. Student enrollment in district transfers requested at other times pursuant to Section V.B. 4 of Board of Education Policy No. 8025 shall be effective upon the first day of the next academic semester following the date of final approval.
3. ~~In cases of hardship or for other good cause shown as determined by the principals of the affected schools and approved by the superintendent or superintendent's designee, a student transfer may be approved with an effective date other than at the beginning of the next academic semester~~ The superintendent or designee may approve a student transfer at any time based on a showing of good cause.
4. Voluntary cancellation of approved transfers by the parent and/or legal guardian outside the initial period designated by the superintendent will not be approved. Cancellation of a transfer must be submitted by the parent/legal guardian in writing for review to the superintendent or superintendent's designee, ~~whichever is applicable.~~ If the cancellation is granted, no further transfer requests will be honored for the school year unless extenuating circumstances exist.

5. Special education transfers will be considered in the same manner but will also be evaluated by the director of special education services for capacity and availability of special education resources at the receiving school.
6. An administrative cancellation of a transfer may occur if evidence is presented to the superintendent or ~~the superintendent's~~ designee that falsification of residence has occurred or if the transfer has created a situation that is not in the best interest of the student or other students. A transfer may also be cancelled for failure to comply with the rules and regulations of the receiving school including V.D. of Board Policy 8025. The parent/legal guardian shall be notified in writing of this issue and the student will may be required to return to his/her home attendance school within ten (10) calendar days.

B. ~~Out-of-District~~ Nonresident Enrollment

1. Any ~~out-of-district~~ nonresident student seeking admission to a TPS school shall submit an application for admission.
2. Applications for ~~out-of-district~~ nonresident enrollment ~~may be submitted at any time~~ will be submitted before the first day of school. Unless there are extenuating circumstances, admission of ~~out-of-district~~ nonresident students will occur only at the beginning of a school year. ~~Out-of-district~~ New nonresident students shall apply for readmission on a yearly basis.
3. All ~~out-of-district~~ nonresident requests for enrollment shall be submitted to the Demographics Department. In determining if admission will be granted Board Policy 8025 Section III will be followed, ~~the following factors shall be considered:~~
 - a. ~~Instructional capacity of the proposed receiving school;~~
 - b. ~~Class size(s) at the school;~~
 - c. ~~Staffing allocations;~~
 - d. ~~The student's attendance record in the originating school district;~~
 - e. ~~The student's academic performance in the originating school district; and~~
 - f. ~~The student's disciplinary record in the originating school district.~~
4. TPS reserves the right to deny admission to any student, regardless of residency, who is currently suspended or expelled from any school district.
5. In order to receive special education services upon enrollment, a student must have been identified as an exceptional child in the originating district, prior to the application for ~~transfer~~enrollment. Demographics shall consult with Special Education administration in determining if adequate resources are available prior to admitting an exceptional child.

~~III. Additional Issues~~

~~A. Determining Residence for School Assignment~~

~~The attendance center to which a student is assigned is determined by where the student resides, not by the address of the person who claims the legal right to make educational decisions on behalf of the student. A student will be deemed to reside where s/he sleeps on Sunday through Thursday nights during the school year. Any person enrolling a student may be required to complete a notarized affidavit of residence, under penalty of perjury. The existence of a court-ordered guardianship, including a limited guardianship for school attendance purposes, will not automatically establish the student's residence with the guardian.~~

~~B. Hope Street Academy Charter School~~

~~As a Kansas charter school, Hope Street Academy may approve in-district transfer requests consistent with the state approved charter, applicable state statutes and/or waivers. Hope Street Academy shall not be restricted by this regulation if a student transfer benefits the student. However, provisions governing out-of-district nonresident students in section H.B. of this regulation shall apply to students seeking admission to Hope Street Academy Charter School.~~