

Unified School District No. 308 Reno County, Kansas  
Hutchinson Public Schools  
Hutchinson, Kansas

FOR CONSIDERATION, THIS COMPLETED  
APPLICATION MUST BE SUBMITTED TO  
ANY SCHOOL OR DISTRICT OFFICE NO  
LATER THAN July 31.

## TRANSFER APPLICATION for K-6 USD 308 STUDENTS

Transfer application is to be made **annually** for USD 308 students to attend a school other than the school in their residence's boundary. Transfers to buildings other than Hutchinson Magnet School at Allen will be granted only under conditions specified in Parent Handbook or very limited extenuating circumstances approved. In all cases, transfers will not be granted if space is not available as per pre-established limits at each building.

Mother: \_\_\_\_\_ Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Last First

Address: \_\_\_\_\_ City: \_\_\_\_\_

Father: \_\_\_\_\_ Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Last First

Address: \_\_\_\_\_ City: \_\_\_\_\_

### Student Information (List all elementary children for whom transfers are requested:

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ for the **2019-20** school year.  
Last First

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ for the **2019-20** school year.  
Last First

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ for the **2019-20** school year.  
Last First

### Requested Boundary Change:

School student(s) currently attend: \_\_\_\_\_ School you wish student(s) to attend: \_\_\_\_\_

USD 308 boundary in which student(s) reside(s): \_\_\_\_\_

### REASON FOR REQUEST (Check appropriate box below)

- First Priority: Siblings of students whose Individual Education Plan (IEP) requires program services not available in his/her boundary school
- Second Priority: Students of district employees. Building of employee's work assignment: \_\_\_\_\_
- Third Priority: Extenuating circumstances (examples – recent death of a student's parent, student with life-threatening medical condition, recent student placement in foster care). Explain educational need for transfer in space below (district may request additional documentation)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

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

# Approval / Denial (All placements are temporary until final approval.)

\_\_\_\_\_  
Signature: Administrator of requested school

\_\_\_\_ Approved    \_\_\_\_ Denied    Date: \_\_\_\_\_

\_\_\_\_\_  
Signature: Administrator of attendance area school

\_\_\_\_ Approved    \_\_\_\_ Denied    Date: \_\_\_\_\_

\_\_\_\_\_  
Signature: Central Office Administrator

\_\_\_\_ Approved    \_\_\_\_ Denied    Date: \_\_\_\_\_

2019-20

USD 308 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.