

Savannah R3 Schools allows limited transfers at the elementary level. Transfers are typically made to attend either Amazonia or Helena Elementary schools. Starting with the 2018/19 school year Savannah R-III will be providing limited transportation to both of these facilities (see item #2 below). Please read the transfer request procedures below and submit the completed Transfer Request Form to the Savannah R3 Central Office.

### **Savannah R3 Schools Transfer Request Procedures**

Students shall attend the building serving the attendance area in which they live. However, the parent(s) may request an in-district transfer at the elementary school from one attendance area to another. Transfer requests are considered based on the educational needs and interests of the student as well as the educational needs and interests of the students in the sending and receiving schools. Students and families requesting a transfer may be asked to meet with administration at the student's current school and/or the school in which they wish to transfer to discuss their request.

Transfers may be granted under the following conditions:

1. The staffing and building facilities can accommodate the transfer and are based on available classroom space not overall building enrollment. Therefore, openings will be determined by grade level, allowing open positions for move-in students.
2. If approved, transportation to school is the responsibility of the parent/guardian. However, for the 2018 / 19 school year, the district will provide shuttle services from a predetermined location in Savannah to both Helena and Amazonia Elementary Schools. Parents using the shuttle service are responsible for promptly dropping-off and picking-up their student, in order to maintain the transfer.
3. If Approved parent(s)/guardian(s) must make requests for transfer each year for each student of whom an in-district transfer is sought.
4. A transfer approval does not automatically apply to siblings. Siblings must apply separately for transfers.
5. Requests are reviewed on a case-by-case basis.
6. Excessive absences or discipline can result in revoking of transfer status.
7. Savannah R-III School District reserves the right to suspend or revoke a transfer approval at any time.

### Transfer Request Form

Students are expected to attend the school that serves the area of their residence. Board of Education guidelines in Policy JCB provide students with a process to transfer between schools for legitimate needs of children and their families. Parent/Legal guardians need to complete a Transfer Request Form yearly and submit the completed form to the office of the Superintendent. *Please be sure that you have read and understand the conditions of a transfer prior to submitting the request.*

Student Name: \_\_\_\_\_  
First
M.I.
Last

Student Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

School Year of Transfer: \_\_\_\_\_ Grade Level: \_\_\_\_\_  
(for year of transfer)

Current/Resident School: \_\_\_\_\_

Student is on transfer in the current year

Requested School: \_\_\_\_\_

I understand that I am responsible for transportation to this school.

Reason for this request:  
 \_\_\_\_\_  
 \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Parent/Legal Guardian Agreement** *(Please read carefully)*

I understand that if this transfer is approved, it is granted for one year and needs to be renewed annually based on the conditions that my child maintains regular and punctual attendance, good behavior, and complies with District and school rules. If these requirements are not met, or if school capacity or class/grade level size exceeds District standards, or other unfavorable conditions develop in the receiving school, I understand that my child's transfer could be revoked. I understand that transportation shall be the sole responsibility of the parent/guardian.

**Rules and Regulations for Student Transfers**

1. Transfers are revoked when:
  - a. Attendance and or behavior are poor
  - b. Building capacity is exceeded
  - c. Class size requires an additional staff member
2. Siblings of current transfer students are not insured a transfer. Siblings will be considered for a transfer in the same manner as any other transfer request.
3. A parent or guardian MUST complete this form yearly and e-mail or deliver it to the office of the Superintendent.

**Parent/Legal Guardian Agreement** *(please read carefully before submitting)*: By checking the box to the left, as the parent/guardian of the student above, agree that the information provided is accurate and agree to the terms of this transfer request.

**For office use only:** Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_ **Approved/ Denied**  
 Reason: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_