

<b>TOPEKA PUBLIC SCHOOLS</b>	<b>REGULATION NUMBER 8025-01</b>
<b>SUBJECT:</b>  <b>STUDENT TRANSFERS AND ENROLLMENT</b>	<b>DATE OF ISSUE: 04/23/91</b>  <hr/> <b>REVISIONS: 06/15/00; 02/08/02; 02/02/12; 08/14/16; 06/25/18; 11/16/23</b>  <hr/> <b>PREPARING OFFICE:</b>  <b>ASSESSMENT &amp; DEMOGRAPHICS</b>

**I. PURPOSE**

To promote academic success by limiting the effective date of student transfers, 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. F. or I. of this regulation, transfer applications submitted at any time other than the initial period designated annually by the superintendent of schools will not be approved.
2. Student in district transfers requested at other times pursuant to Section V.B. of Board of Education Policy No. 8025 shall be effective upon the first day of the next academic semester following the date of approval.
3. 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. 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 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 may be required to return to his/her home attendance school within ten (10) calendar days.**

**B. Nonresident Enrollment**

- 1. Any out-of-district nonresident student seeking admission to a TPS school shall submit an application for admission.**
- 2. Applications for nonresident enrollment will be submitted before the first day of school. Unless there are extenuating circumstances, admission of nonresident students will occur only at the beginning of a school year. New nonresident students shall apply for admission on a yearly basis.**
- 3. All 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.**
- 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 enrollment. Demographics shall consult with Special Education administration in determining if adequate resources are available prior to admitting an exceptional child.**

04/23/91

Revisions: ~~06/15/00; 02/08/02; 02/02/12; 08/14/16; 06/25/18~~

**Topeka Public Schools**