



Reorganized School District No. 7
Stansberry Leadership Center
301 NE Tudor Road, Lee's Summit, Missouri 64086-5702

Dr. Katie Collier
Assistant Superintendent
Elementary Instruction

Phone: (816) 986-1022
 Fax: (816) 986-1160

Elementary Intradistrict Transfer Information and Guidelines

Dear Parent or Guardian:

The majority of elementary students in the Lee's Summit R-7 School District attend the school within their home attendance area. However, there are reasons families may request to transfer their child to another school. The guidelines related to Board Policy JCB should be considered at the time of submission of an R-7 Elementary School Intradistrict Transfer and for these reasons only may be approved.

- It will be necessary to close school buildings to transfers where staffing, grade level, and/or student enrollment factors meet or exceed capacity. **As a result of continued student growth, Mason Elementary and Hazel Grove Elementary are currently closed to all new transfers for the 17-18 school year.**
- If approved, transportation to school is the responsibility of the parent/guardian when transportation is necessary outside the boundaries of the school the student will be attending.
- Absences that meet or exceed 25 days can result in revoking a child's transfer status.
- Occurrences of late arrivals and/or early departures that meet or exceed 15 in a semester can result in revoking a child's transfer status.
- If approved, transfers will be granted for one school calendar year at a time.
- Parent(s)/guardian(s) must make requests for transfer each year for each student of whom an intradistrict transfer is sought.
- Building administrative signatures must be obtained prior to consideration/decision from the Assistant Superintendent of Elementary Instruction.
- Parent(s)/guardian(s) will be notified of the decision via U.S. mail.
- At the conclusion of the sixth grade year a student will be expected to return to his/her home school of attendance for middle school or refer to Board Policy JCB-AP1 for a secondary transfer.

Incoming Kindergarten Students	Current Elementary Students
May be accepted and processed between Kindergarten screening (May 9 & 11) and the last day of school.	If received at the elementary building by February 10 th requests will be processed the 4 th week of February.
If received after the last day of school, requests will be processed after August 1 st and prior to the first day of school.	If received at the elementary building after February 10 th requests will be processed after August 1 st and prior to the first day of school.

Families seeking a transfer must submit their request via the completed R-7 Elementary School Intradistrict Transfer Request Form with the required supporting documentation. Transfer requests for currently enrolled students received after February 10th will be held and processed after August 1st and prior to the first day of school.

If you have questions please call your school or this office.

Sincerely,

Dr. Katie Collier

Katie Collier
 Assistant Superintendent
 Elementary Instruction