

## Millard Public Schools

### K-12 Within-District Transfer and Special Program Enrollment Application

Date of Request:		School year for which the transfer is requested:												
		<input type="checkbox"/> 2009-10					(Check Only One)			<input type="checkbox"/> 2010-11				
Expected grade at time of transfer: (Check One)		K	1	2	3	4	5	6	7	8	9	10	11	12
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Last Name	First	Middle			Date of Birth			Student ID Number						
Parent Last Name	First	Day Phone Number			Email Address									
Current Address (House Number, Street)							Zip Code		Current Subdivision					
Current School		Assigned School				Requested School								

Does the student have a sibling currently attending the requested building? Yes  No

#### Reason For Transfer Request

Is this transfer request due to a move within the district?	New Address if Different From Above (House Number, Street, Zip):	
Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Effective Date:	Subdivision:

Are you requesting a transfer to access a Special Program? Yes  No  If yes, please check program below:

IB Program  
  Montessori  
  Core Academy  
  Other: \_\_\_\_\_

Does the student have a sibling currently attending the requested program? Yes  No

Is your reason for requesting a transfer different than above? Please Explain:

#### Special Considerations

Does your student receive special services through:

Special Education (SPED)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Section 504 of the Rehabilitation Act of 1973	<input type="checkbox"/> Yes	<input type="checkbox"/> No
English Language Learner (ELL)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

#### Verification and Signatures

I understand that students who transfer from one Millard high school to another are ineligible for NSAA activities for ninety (90) school days. If you have questions about eligibility for NSAA activities, please call the Activities Director at one of the high schools.	<input type="checkbox"/> I understand
I understand that transportation is to be provided by parents or legal guardians.	<input type="checkbox"/> I understand

Parent Signature _____	Date _____
SPED Signature _____	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended
Pupil Services Signature _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied

**Please return this application to the Millard Public Schools Office of Pupil Services**

Mailing Address 5606 S. 147 <sup>th</sup> St., Omaha, NE 68137	Fax Number 402-715-1099	Scanned Document Email Address <a href="mailto:vcarlson@mpsomaha.org">vcarlson@mpsomaha.org</a>
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## Information Regarding Within-District Transfers

K-12 Within-District Transfer Information for the Subsequent School Year	K-12 Within-District Transfer Information for the Current School Year
<p><b>Applications Open:</b> September 1<sup>st</sup> of the year preceding the school year in which the transfer would take effect if approved.</p> <p><b>Applications Deadline:</b> February 15<sup>th</sup> of the preceding school year.</p> <p><b>Approval Process:</b> If requests for Within-District transfers exceed capacity a random drawing in the preferred order outlined below will determine which applications are approved.</p> <p><b>Preferred Order of Approval:</b></p> <p>School Attendance Area Students</p> <ol style="list-style-type: none"> <li>1) Special Programs by Grade</li> </ol> <p>Other District Resident Students</p> <ol style="list-style-type: none"> <li>2) Millard Resident Siblings</li> <li>3) Special Programs by Grade</li> <li>4) Regular Program by Grade</li> </ol> <p>Non-Resident Open Enrollment Students</p> <ol style="list-style-type: none"> <li>5) Special Programs by Grade</li> <li>6) Regular Program by Grade</li> </ol> <p>Non-Resident Option Enrollment Students</p> <ol style="list-style-type: none"> <li>7) Special Programs by Grade</li> <li>8) Regular Program by Grade</li> </ol> <p>All other Non-Resident Students</p> <ol style="list-style-type: none"> <li>9) Special Programs by Grade</li> <li>10) Regular Program by Grade</li> </ol> <p><b>Notification to Parents:</b> The District shall notify the parents of the approval or denial of their child's request(s) on or before March 1<sup>st</sup> of the preceding school year.</p> <p><b>Acceptance by Parents:</b> After receiving notification of approval of an Within-District transfer, the parent shall accept such transfer in writing by completing the District's enrollment process for the student on or before 12:00 noon on March 10<sup>th</sup> (or noon the following Monday if March 10<sup>th</sup> is on a weekend) of the preceding school year.</p>	<p><b>Application Timeline:</b> Parents may submit applications for Within-District transfers to the Office Pupil services after the first day of school and to January 15<sup>th</sup> of the current year.</p> <p><b>Determination:</b> The Superintendent or designee will determine whether the transfer request will be granted or denied after considering the following factors:</p> <p>The reason(s) for the Within-District transfer request.</p> <p>The time of year the transfer request is made.</p> <p>Personnel and staffing requirements, building or program capacity, curriculum, and facility issues affecting the building to which the student wishes to transfer.</p> <p>The student's educational program including but not limited to course credits and graduation requirements.</p> <p>Notification to Parents: The District shall notify the parents of the approval or denial of their child's request(s) for Within-District transfers.</p>

**Transportation:** Provided by the student's parents or legal guardian unless as otherwise required by law.

**Special Programs:** Every student who desires to attend a special program shall complete a Within-District Transfer Form even if he/she is in the attendance area for the building where such special program is located.

**Student Withdrawal from a Special Program:** Any student approved for a Within-District transfer to attend a special program in the District who subsequently withdraws from participation in such program shall have his/her Within-District transfer approval revoked. Such student shall be reassigned to the school he/she would have attended if the Within-District transfer had not been approved.

### Limitations and Restrictions on Student Eligibility

Students will not be allowed to transfer to another school during suspension or expulsion.

If the student is in a special education program, the approval recommendation of the Director of Special Education will be based upon the student's individualized education program and educational needs; class size; related service needs; transportation arrangements as may be required by law; the allocation of specially trained staff and personnel; facility issues; and the allocation of equipment or materials necessary to provide an appropriate education program.

If the student receives ELL services, the recommendation of the Superintendent or designee will be based upon the student's educational needs and the allocation of specially trained staff and personnel.

**A Within-District Transfer Request Form should be completed and returned to the Office of Pupil Services.**

**For more information regarding the Within-District Transfer Policy please refer to Millard Public Schools Board Policy 5110, Rules 5110.1 and 5110.2**

[www.mpsomaha.org](http://www.mpsomaha.org)