

Elementary Student Transfer INSTRUCTIONS & FORM (Grades K-5)

Dear Parent/Guardian,

Requesting a transfer to a school outside of your neighborhood or feeder system is something to which you should give serious thought and consideration. Please note:

- A transfer request form must be completed for each individual child.
- Siblings do not automatically transfer if another child in the family is approved for a transfer.
- Only one (1) parent-initiated student transfer will be considered per academic year.
- Approved transfers will be reviewed and reconsidered each year based on available space and staff.
- There is no guarantee that a transfer will be approved from one year to the next. If buildings or classrooms reach capacity, transfers may be denied, and the student may be returned to the school where they live based on boundaries.
- Transfers at the elementary level will follow the feeder system to middle and high school ONLY IF space is available at the time the student transfers from elementary to middle or from middle to senior high. If buildings or classrooms reach capacity, the student will return to the school where they live based on the boundary map.
- **Transfer students do not qualify for district busing.**
- Knowingly providing false information on the transfer request form shall be grounds for denial of the transfer application or revocation of a previously approved transfer.

Yearly Process & Timeline:

- Elementary transfer requests will be accepted through Friday, March 12, 2021.
- Parents will be notified by mail as to whether or not your transfer request is approved by August 1st.
- Transfers received after the initial deadline will be decided on by a case by case basis. Transfer requests include several considerations including staffing, class size, and class lists.
- If the request is denied, and you wish appeal the denial of your child's transfer, call 701-323-4068, to place your child's name on the appeals' list. Appeals will be decided no later than August 1st, as space first needs to be available for students who move into their proper boundary area.
- You can later remove your request to appeal, and attend your attendance area school, if you choose not to wait until August 1st.
- Families should plan that students attend their feeder/attendance area school unless their transfer is approved.

How to Apply for a Transfer:

1. Make copies of two (2) proofs of residency.
2. These must be provided by the legal parent/guardian living in the Bismarck School District.
3. One (1) primary and one (1) secondary proof of residency must be submitted with the transfer form.
4. Examples of primary proof of residence: *a home mortgage, builder's agreement, deed, OR a lease/rental agreement that lists the names of the parents/guardians living in the rental unit, plus the manager's name and phone number, or Burleigh County property tax statement.*
5. Examples of secondary proof of residence: *a bill for heat/lights, garbage/water bill, or cable TV bill dated within the last 30 days, OR a document from the Department of Social Services.*
6. Unacceptable proofs of residence: *post office change of address, credit card or bank statements, payroll checks, medical bills, personal taxes, automobile insurance policy, OR any proof older than 30 days.*
7. Complete the Transfer Form below.
8. **Mail or bring the completed Transfer Form and 2 proofs of residency to:**
Central Registration—Hughes Educational Center (*West side of the building, Door #2*)
806 N. Washington St.
Bismarck, ND 58501
Monday-Friday, 8:30 am to 3:30 pm, 701-323-4110 (*please leave a message*)

2021-2022 Elementary Student Transfer FORM (Grades K-5)

Name of Child _____ Current Age _____ Grade in 2021-22 _____

Name of Parent or Guardian _____

Address _____
City State Zip

Telephone (Home) _____ (Cell) _____ (Work) _____

In 2020-21, the child was receiving special education services or is on an IEP. Yes _____ No _____

List all BPS schools your child has attended _____

School attending in 2020-21 _____

School assigned by boundary _____

School requested for 2021-22 _____

District busing will only be provided to the school within the assigned attendance area.

Is this a district initiated transfer request due to large class sizes at the assigned school? Yes _____ No _____

Have you contacted the building administrator prior to this transfer request? Yes _____ No _____

Date(s) of contact: _____

Reason for transfer request (BE SPECIFIC): _____

If you are seeking a transfer for this student’s sibling(s) for the 2021-22 school year, list their names, grades and schools:

I read and understood the Transfer Instructions page before completing this form. Knowingly providing false information on the transfer request form shall be grounds for denial of the transfer application or revocation of a previously approved transfer. This form must be accompanied by 2 proofs of residency, one primary and one secondary.

If this transfer is approved, your signature acknowledges your child will transfer to the school you requested for the school year indicated. Only one parent-initiated student transfer will be considered per academic year.

Approved transfers will be reviewed and reconsidered each year. Your child may not be able to continue in this school or its designated feeder schools due to future capacity issues.

_____ Date

_____ Signature of Parent or Guardian

DO NOT COMPLETE SECTION BELOW: FOR OFFICE USE ONLY-----

Approved _____

_____ Assistant Superintendent

Disapproved _____

Date _____

Comments: _____

