North Kansas City School District

Transfer Option for International Baccalaureate Program
Transfer Request

Student’s Full Name__________________________________________________________

Student’s Full Address ________________________________________________________

DOB: _______________________________________________________________________

Middle School Attended _________________________________________________________

High School Attendance ________________________________________________________

Parent/Legal Guardian _________________________________________________________

Employer Name, Address, Phone________________________________________________

Students eligible to apply:
Students in the high school attendance areas of Oak Park High School, Staley High School and
Winnetonka High School who wish to attend North Kansas City High School in order to participate
in the International Baccalaureate Degree Program may do so by completing this form and
securing permission of both principals.

Pursuant to Board of Education policy transfers are conditioned on the following:

♦ Student qualifies for participation in the International Baccalaureate Program.
♦ Transfer requests should be made to the principal of the school of the attendance area where the
  student resides prior to the end of the current school year.
♦ Transfers will be approved by the principals of the sending and receiving schools.

The routing of a secondary school transfer request is as follows:
1. The parent initiates the request by completing a transfer request form at the sending school.
2. The sending school forwards the transfer request to the receiving school. The receiving principal
   will note any contingency related to the transfer.
3. The receiving school reviews the request and forwards recommendations to the Office of
   Residency.
4. The Office of Residency notifies the parents of the disposition of the request.

Do you need district-provided transportation? Yes______________ No______________

Parent/Legal Guardian Signature __________________________________ Date ____________

Sending Principal Date Receiving Principal Date