

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

