

**INTRADISTRICT TRANSFERS  
(Request for Reassignment-Elementary School)**

Date of Request: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Parent: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Grade Assignment: \_\_\_\_\_ Current Building Assignment: \_\_\_\_\_

Requested Grade Assignment: \_\_\_\_\_ Requested Building Assignment: \_\_\_\_\_

Has a previous in-district reassignment been made? \_\_\_\_\_ Yes \_\_\_\_\_ No

Reason for requested reassignment:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I UNDERSTAND AND ACCEPT THE CONDITIONS FOR REASSIGNMENT AS SPECIFIED IN PROCEDURE JCB-AP2.

**Signatures of Parents/Guardians**

Forward to: Assistant Superintendent, Human Resources  
City of St. Charles School District  
400 N 6<sup>th</sup> Street  
St. Charles, MO 63301

**Office use only**

Date Request Received: \_\_\_\_\_

Name of Student \_\_\_\_\_

Disposition of Transfer Request \_\_\_\_\_

Date of Decision \_\_\_\_\_ by \_\_\_\_\_

Parent Notified by: \_\_\_\_\_ Phone \_\_\_\_\_ In Person  
\_\_\_\_\_ Mail \_\_\_\_\_ Email

This decision may be reviewed by the Board of Education upon the written request of parent or guardian.

**Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.**

Implemented: 01/15/2009

St. Charles R-VI School District, St. Charles, Missouri

**INTRADISTRICT TRANSFERS**  
*(Assignment of Students to School)*

The Board of Education has established boundary lines for each attendance center in the school district. Assignment of an individual student to a school will be based on the student's legal residence.

**Students with Disabilities**

Students with disabilities will be assigned to the attendance center that provides the most appropriate educational services for that student.

**Request for Reassignment**

1. Requests for elementary student reassignment must be submitted by the parent/guardian by March 1 for the following school year. Requests made after the March 1 deadline will only be considered on an emergency basis or as the result of a change in residence. Requests for reassignment made after March 1 may only be granted for one year. The student must attend his/her actual assigned attendance center the next year or resubmit his/her request for reassignment.
2. Elementary reassignment requests will be considered in order of receipt (first-come, first-served). Active district employees may request that their child(ren) attend specific St. Charles schools. These reassignment requests will be assigned a priority status during the consideration phase.
3. Approval of elementary reassignment requests will be contingent upon available classroom space and class size. For the purpose of considering reassignment requests, class size will be limited to a size determined annually, that is between the "desirable" and "maximum" standards as defined under the Missouri School Improvement Program:
  - a. Grades K-2                    20
  - b. Grades 3-4                    23Utilizing these standards, the superintendent or his/her designee will annually work with building principals to determine the number of spaces available in each school for the upcoming school year.
4. If an elementary reassignment request is rejected due to class size limitations, the parent may ask to be placed on a waiting list. Final decisions regarding all reassignment requests will be made 2 weeks prior to the first day of school.
5. If an elementary reassignment request is rejected, the decision may be appealed to the superintendent. The superintendent's decision may be appealed to the Board of Education.
6. If the elementary reassignment is approved, parents and/or guardians will provide their child(ren) transportation to the receiving school. The principal may request that the reassignment be rescinded if the child(ren)'s attendance becomes irregular due to the loss of transportation.
7. Unless approved for one year only, the reassigned student will be considered permanently assigned and will attend the succeeding grades at that school building.
8. Each child may be reassigned to a school out of his/her home attendance area only once, but may return to the home attendance area school at the end of any academic year.
9. Upon completion of the grade sequence at the reassigned elementary school and subsequent completion of grades 5-8, the student will be assigned to the high school designated by his/her legal residence or the student's parents/guardians may submit a new application for reassignment.
10. All approved high school reassignments must abide by the Missouri State High School Activities Association (MSHSAA) regulations pertaining to extracurricular/athletic eligibility.

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**Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.**

Implemented: 06/17/2008  
Revised: 01/15/2009; 07/11/2013; 2/20/2020  
St. Charles R-VI School District, St. Charles, Missouri