

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER 8025-01
SUBJECT: STUDENT TRANSFERS AND ENROLLMENT	DATE OF ISSUE: 04/23/91 <hr/> REVISIONS: 06/15/00; 02/08/02; 02/02/12; 08/14/16 <hr/> PREPARING OFFICE: ASSESSMENT & DEMOGRAPHICS

I. PURPOSE

To promote academic success by limiting the effective date of student transfers, otherwise authorized by Board of Education Policy No. 8025, requested during the school year and to establish guidelines for the enrollment of students.

II. PROCEDURE:

A. In-District Transfers

1. With the exception of extenuating circumstances as described in section II.A.3. of this regulation, transfer applications submitted at any time other than the initial period designated annually by the superintendent of schools pursuant to Section VI-B of Board of Education Policy No. 8025 for the beginning of the next school year will not be approved.
2. Student enrollment transfers requested at other times pursuant to Section VI of Board of Education Policy No. 8025 shall be effective upon the first day of the next academic semester following the date of final approval.
3. In cases of hardship or for other good cause shown as determined by the principals of the affected schools and approved by the general director, a student transfer may be approved with an effective date other than at the beginning of the next academic semester.
4. Voluntary cancellation of approved transfers by the parent and/or legal guardian outside the initial period designated by the superintendent will not be approved. Cancellation of a transfer must be submitted by the parent/legal guardian in writing for review to the general director of elementary or secondary learning, whichever is applicable. If the cancellation is granted, no further transfer requests will be honored for the school year unless extenuating circumstances exist.

5. **Special education transfers will be considered in the same manner but will also be evaluated by the director of special education services for capacity and availability of special education resources at the receiving school.**
6. **An administrative cancellation of a transfer may occur if evidence is presented to the general director that falsification of residence has occurred or if the transfer has created a situation that is not in the best interest of the student. A transfer may also be cancelled for failure to comply with the rules and regulations of the receiving school. The parent/legal guardian shall be notified in writing of this issue and the student will be required to return to his/her home attendance school within ten (10) calendar days.**

B. Out-of-District Transfers

1. **Commencing with the 2016-17 school year, any out-of-district student seeking admission to a TPS school shall submit an application for admission of the student on a tuition or tuition-waived basis.**
2. **Applications for out-of-district transfers may be submitted at any time before the first day of school. Unless there are extenuating circumstances, admission of out-of-district students will occur only at the beginning of a school year. Out-of-district students shall apply for readmission on a yearly basis.**
3. **Tuition**

The superintendent shall establish the tuition rate on a yearly basis. The tuition rate shall be clearly set forth on the application form.

 - a. **Tuition shall not be charged for any student who is homeless, any child in foster care, or any student who is the son or daughter of a state legislator or the governor of the State of Kansas,**
 - b. **Tuition may be waived for any student who was enrolled in TPS prior to the 2016-17 school year and remains continuously enrolled in the district.**
 - c. **Any parent or guardian seeking waiver of tuition shall include the request for waiver and the reasons for the request on the application for admission. The General Director of Assessment and Demographics shall determine if waiver shall be granted.**
 - d. **The decision to deny waiver of tuition may be appealed to the Superintendent by requesting a hearing with the Superintendent, or the Superintendent's designee, within 10 days after receiving notice the request for waiver was denied. The request for review shall be in writing, and shall be submitted to the Clerk of the Board of Education.**
4. **All out-of-district requests for transfer shall be submitted to the Demographics Department. In determining if admission will be granted, the following factors shall be considered:**

- a. **Instructional capacity of the proposed receiving school;**
 - b. **Class size(s) at the school;**
 - c. **Staffing allocations**
 - d. **The student's attendance record in the originating school district;**
 - e. **The student's grade point average in the originating school district; and**
 - f. **The student's disciplinary record in the originating school district.**
5. **TPS reserves the right to deny admission to any student, regardless of residency, who is currently suspended or expelled from any school district.**
 6. **In order to receive special education services upon enrollment, a student must have been identified as an exceptional child in the originating district, prior to the application for transfer. Demographics shall consult with Special Education administration in determining if adequate resources are available prior to admitting an exceptional child.**

III. Additional Issues

A. Determining Residence for School Assignment

The attendance center to which a student is assigned is determined by where the student resides, not by the address of the person who claims the legal right to make educational decisions on behalf of the student. A student will be deemed to reside where s/he sleeps on Sunday through Thursday nights during the school year. Any person enrolling a student may be required to complete a notarized affidavit of residence, under penalty of perjury. The existence of a court-ordered guardianship, including a limited guardianship for school attendance purposes, will not automatically establish the student's residence with the guardian.

B. Hope Street Academy Charter School

As a Kansas charter school, Hope Street Academy may approve in-district transfer requests consistent with the state approved charter, applicable state statutes and/or waivers. Hope Street Academy shall not be restricted by this regulation if a student transfer benefits the student. However, provisions governing out-of-district students in section II.B. of this regulation shall apply to students seeking admission to Hope Street Academy Charter School.