Each year, the district receives hundreds of requests for student transfers. In an effort to ensure the district has a process for considering transfer requests that is fair and equitable, school district leaders have been reviewing existing policies and procedures.

“As a result of this review, some changes have been made to create a centralized process that promotes fairness, equity, and will keep family members together to the extent possible,” said Michelle Hubbard, assistant superintendent for instructional leadership. The opportunity for students to attend a school other than their home school on transfer is a privilege.

All applications for transfer will be submitted electronically by the parent to the Office of Instructional Leadership. Transfers will be reviewed with the following priority considerations:

• Siblings of current in-district transfer students receive priority consideration.
• In-district transfer requests are reviewed first.
• Remaining transfer requests are considered in the order they are received.

Revised board policies related to student admission and in-district transfers, approved by the board of education on Nov. 23, can be found at the following links:

• Board Policy JBC: Student Admissions to/Withdrawals from School, http://www.boarddocs.com/ks/smsd/Board.nsf/goto?open&id=A45TXE796297
• Board Policy JBCB: In-District Transfers, http://www.boarddocs.com/ks/smsd/Board.nsf/goto?open&id=A46M9M5A2D0D

“In an effort to expedite the review and notification process, a new application window has been established,” said Hubbard. All applications will be submitted electronically to the Office of Instructional Leadership during an application window that opens at 8 a.m. on March 1 and closes at 5 p.m. on April 30. The application form will not be available until the application window opens. Families without Internet access may obtain a paper form from the Office of Instructional Leadership, located at the McEachen Administrative Center, 7235 Antioch; the same application window and requirements will be applied.

Approval/denial of transfers will be based on the date and time the application was received, current enrollment numbers and good standing requirements at the time of review. A specific definition of good standing that includes academic, citizenship, and attendance components must be met and maintained.

Barring unforeseen circumstances, transfer decisions will be communicated by the Office of Instructional Leadership no later than June 15. Additional approvals, if enrollment permits, will be notified by August 1. Beginning March 2016, the Shawnee Mission School District will no longer accept new out-of-district transfer students unless the requesting students are 1) a sibling of an existing transfer student (currently in good standing) or 2) a dependent of a current and continuing Shawnee Mission School District employee.

Additional information and details regarding the transfer request process can be found in the Shawnee Mission School District Student Transfer Procedures 2016-17 handbook.