

DARLENE ENGERT
Area 1

BARBIE FELDMAN
Area 2

CHUCK DUNLOP
Area 3

WES CHAMBERS
Vice President, Area 4

SUE PAGE
Area 5

Prairie View

Unified School District 362

"Do not confine your children to your own learning for they were born in another time"

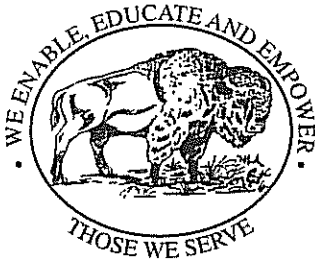
CHRIS KLEIDOSTY, Superintendent of Schools
13799 KS Highway 152 • LaCygne, Kansas 66040
Phone (913) 757-2677 Fax (913) 757-4442

MARK HAUPT
Area 6

STEVE HAUPT
President, At-Large

RITA ANNE NOEL
Clerk

ROSE MARY ATWOOD
Treasurer



**Prairie View
Sr. High School**
(913) 757-4447
Mr. Timothy Weis,
Principal

**Prairie View
Middle School**
(913) 757-4497
Mr. Ken Bolt,
Principal

**LaCygne
Elementary**
(913) 757-4417
Mr. Dennis Hargis,
Principal

**Fontana
Elementary**
(913) 849-3141
Mr. Mark Staab,
Principal

**Parker
Elementary**
(913) 898-3160
Mr. Mark Staab,
Principal

Transfer Request Policy and Form

Resident transfers:

- All resident transfer requests will be considered before the administration of non-resident requests and will be turned into the district office by May 1 of each year. Requests will only be acted on annually during the month of May with exception of new enrollees.
- Transfer will be based on administrative recommendation based on available resources.
- Requests will be considered on a student by student basis.
- If there are more requests than slots available at any grade level, a lottery system will be used for selection. Available slots are subject to change based on resources needed to accommodate lottery selections.
- Once a transfer request or out of district enrollment is granted, it will be considered permanent as long as enrollment is continuously maintained.
- Transfers that are granted will be responsible for their own transportation to and from school. Existing bus routes can be used if space is available.
- Transfers will be one time only.

Non-resident transfers:

- Non-resident students will be placed according to policy unless a transfer is requested.
- Non-resident requests for transfer will be placed after in district requests are administered.
- Non-resident students may turn in a request to attend a specific building by May 1 of each year. Requests will only be acted on annually during the month of May with the exception of new enrollees.
- Students will be placed based on administrative recommendation pending resources are available.
- Once a transfer request or out of district enrollment is granted, it will be considered permanent as long as enrollment is continuously maintained.
- Transfers that are granted will be responsible for their own transportation to and from school. Existing bus routes can be used if space is available.
- The district retains the right to retract or reassign the enrollment of a non-resident student at any time.

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Student Building Request Form

(one form per student)

(deadline for student building request is May 1st)

In district student

Out of district student

Date of request: _____

Student Name: _____

Parent Name: _____

Contact Information: _____

Address: _____

Phone: _____

Student current grade level: Preschool, Kgn, 1st, 2nd, 3rd, 4th, 5th (circle one)

Request transfer to: Fontana, LaCygne, Parker (circle one)

Reason for transfer: _____

IEP: Yes No

Explain: _____

Student assistance plan: Yes No

Explain: _____

Special consideration/concerns: _____

*I have read the transfer policy and all information provided by me in this form is true and complete. I understand that any misstatement, falsification, or omission of information is grounds for refusal to transfer a student.

** Return to the District Office: 13799 KS Hwy 152 LaCygne, KS 66040

Parent/Guardian Signature: _____
