

Steps for Student Transfers

Revised Jan. 2014



1. Determine the top three districts in which you would like your child to enroll. You will have the opportunity to list these districts on the **Application for Student Transfer Process**.
 - Consider whether or not your child will need transportation. Normandy will be providing transportation to the Francis Howell School District in St. Charles County. Riverview Gardens has previously provided transportation to Mehlville School District and Kirkwood School District. **IF YOUR CHILD MUST HAVE TRANSPORTATION TO TRANSFER, WE SUGGEST YOU PUT THESE DISTRICTS IN YOUR FIRST CHOICE TO TRANSFER (SEE BELOW from Application for Student Transfer Process).**

Please list the first three choices of transfer districts below:

First Choice of District to Transfer to: _____

- Consider student achievement data for the district. Use CEAM's **How to access the DESE Data Portal** handout to guide you through looking this information up on the Missouri Department of Elementary and Secondary Education's (DESE) website. Also considered the Individual School Ratings tool on CEAM's website. www.ceamteam.org
 - Use CEAM's **School Visit Checklist** to help you pick a district that will be the right fit for your child.
2. **By February 3rd 2014 at 4pm**, complete transfer paperwork beginning at your home district. *We seriously recommend that you keep record of the name and title of the person you speak with at your home district, as well as the date and time of your application submission (See Packet Cover Checklist).* Families of new transfer students will have to provide all the necessary residency documentation during the application process ending February 3rd. All students will be contacted for appointments to be held between May 15th and June 30th to complete the residency verification process.
 - **Riverview Gardens School District** is processing transfer applications **by appointment only**. Contact Renata Redden at 314.869.7436 ext. 1415 at the Family and Community Resource Center, 1160 St. Cyr Rd or Ms. King at 314.869.7436, ext. 2416 at the Riverview Gardens Administration Building at 1370 Northumberland Dr, to schedule your appointment to transfer by **Feb 3rd**.
 - **Normandy School District** will process transfers at Normandy School District Campus Support Center located at 3855 Lucas and Hunt Road, St. Louis, MO 63121. Applications will be accepted from 8:00 a.m. to 4:00 p.m. Monday through Friday. Please contact the Normandy School District Office of Administrative Services with any questions that you have about the transfer process. (314) 493-0487. Ask for Trish Adkins, her email address is as follows Tadkins@normandysd.org.

During the transfer process, you will complete the **Application for Student Transfer Process (one per family)** and a **Safe Schools Act Form (one per child)**. There are also several documents that you will

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need related to proof of residency, as well as a state-issued birth certificate for each student you wish to enroll (see page 2 of the **Application for Student Transfer Process** for a complete listing, or see **Packet Cover Checklist**). Your home district should have transfer application paperwork on hand, but we recommend that you complete it ahead of time. Copies are in this packet and can also be accessed on our website at

www.ceamteam.org/student-transfer-toolkit.

- We *STRONGLY* recommend that you photocopy your completed paperwork to keep for your records.
- The lottery to place students from the Normandy and Riverview Gardens School Districts will be held starting on July 1, 2014 with all placements to be made by July 15, 2014. Families will be notified of placements by July 16, 2014.