

Student Transfers from Unaccredited Districts to Accredited Districts
Frequently Asked Questions

- 1 Q How does a student residing in an unaccredited district apply to transfer to an accredited district?
- A The parent or guardian should start the process at the Normandy or Riverview central office. There they will receive the materials they need to request a transfer.
- **Riverview Gardens School District** is processing applications starting Tuesday, July 2, by appointment by calling Ms. Redden at (314) 869-7436 ext. 1415. Additional information is available on the 24-hour Student Enrollment and Transfer Line at (314) 869-2505 ext. 6000.
 - **Normandy School District** will begin processing transfer applications on Tuesday, July 9, at the Board of Education Building located at 3855 Lucas and Hunt Road. Parents may contact the district's parent facilitators, Douglas Dickson at (314) 493-0409 or Vikki Collier (314) 493-0454 for more information or to make an appointment for a time other than those listed below. Parents may also email transferrequest@normandysd.org. Walk-in times are scheduled for:
 - July 9-12 from 8 a.m. to 4 p.m.
 - July 15 and July 17 from 8 a.m. to 4 p.m.
 - July 16 and July 18 from 10:30 a.m. to 6:30 p.m.
- 2 Q Do students have to do anything if they wish to remain in their district?
- A No, the transfer provision is voluntary.
- 3 Q Can students residing in an unaccredited district apply to transfer to any accredited [or provisionally accredited] school district, or are there limitations?
- A Students can choose any accredited district in St. Louis County, St. Charles County, Franklin County, Jefferson County or St. Louis City.
- 4 Q Once a student is enrolled in an accredited district as part of the transfer provision, do they have to re-apply every subsequent year their residing district is unaccredited?
- A Yes, students residing in an unaccredited district should apply to transfer for every school year they wish to attend an accredited district.
- 5 Q What happens if the accredited district where a student transfers loses its accreditation during the school year?
- A The student should apply to transfer to another accredited district or exercise the right to return to his/her resident district.
- 6 Q What is the timeframe for students who've applied to transfer to hear back from the district to which they've applied?
- A Parents must apply for transfer at Normandy central office or the Riverview Gardens Family and Community Resource Center by close of business on Aug. 1, 2013. Receiving school districts should reply by Aug. 9, 2013.
- 7 Q Can students enrolled in an accredited district one year, apply to transfer to a different accredited district the subsequent year?
- A Yes, as long as the student's resident district remains unaccredited.

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- 8 Q Will transportation be provided to students transferring to accredited districts?
A The Normandy School District will be providing transportation for its students to attend the Francis Howell School District. Riverview Gardens is in the process of selecting the district to which they will transport. If a parent or guardian chooses to enroll his/her student in a different accredited school district, the parent or guardian is responsible for transportation.
- 9 Q Are accredited districts required to accept all student transfer requests?
A Yes, if there is space. Vacancies will be determined using the receiving district's existing policy on class size. If a district does not have sufficient capacity to enroll all students applying to transfer, the school will develop an admission process to ensure all applicants who met the deadline will have an equal chance of admission. A district may decide to give admission preference to siblings of children who are currently enrolled in the district as part of this transfer provision, or who have been selected earlier in the admission process.
- 10 Q Can a student apply to transfer to more than one accredited district?
A Yes. There will be a place on the Common Application form to list first, second and third choices of accredited school districts.
- 11 Q Will there be a centralized process for all transfer applications or will this be handled by each individual district?
A There will be an initial process common to all districts. That process begins by contacting the Normandy central office or Riverview Gardens Family and Community Resource Center.
- 12 Q Can students who transfer to accredited districts participate in all student activities provided by the accredited school?
A Yes, transfer students are eligible to participate in all MSHSAA activities sponsored by the receiving district.
- 13 Q Are students required to transfer back to their resident district if the resident district regains accreditation?
A If the district regains accreditation during the school year, students are allowed to finish the school year at the receiving school, subject to payment of tuition. However, they would not be eligible to transfer the following year or any subsequent year in which their resident district is accredited.
- 14 Q How are class sizes determined?
A The receiving districts have a policy or guidelines for class size. Based on these policies, a district may determine that it does not have sufficient capacity to enroll all students.
- 15 Q If a student and/or the student's family are providing transportation but during a school year they can no longer do so, can the student remain enrolled in the accredited school?
A Normandy and Riverview Gardens will designate one receiving district to which they will provide transportation. It is the responsibility of the parents to provide transportation to any other school district.

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- 16 Q Who funds the cost of educating transfer students in the accredited districts?
A The unaccredited district will pay tuition to the receiving district based on an amount calculated and prescribed by Section 167.131 of the Missouri statutes.
- 17 Q How will requests to attend a specific school within an accredited district be handled?
A School assignments will be made by the receiving district once a student has been enrolled in the receiving district.
- 18 Q If a student applies to transfer to the receiving school district where transportation will be provided by the unaccredited school district, but the receiving school district does not have the space to accommodate all the students, what are the student's options?
A Per DESE guidelines, the unaccredited school district will need to choose another school district in which they will provide transportation.
- 19 Q Can a student transfer to an accredited charter school?
A No, currently the law does not allow a student to transfer to a charter school.