

# RIVERVIEW GARDENS

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## SCHOOL DISTRICT

### Transfer Program Process and Application for the 2015-2016 School Year

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#### MISSION

*The Riverview Gardens  
School District, along with  
families and the  
community, nurtures  
academic excellence in all  
students, preparing them to  
be college and career  
ready in an ever-changing  
society.*

#### VISION

*The Riverview Gardens  
School District creates a  
community of learners  
equipped to be competitors  
in a global society and  
leaders demonstrating  
social and civic  
responsibility.*

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#### *Special Administrative Board*

*Lynn Beckwith, Jr., Ed.D.  
Chair, Advanced C.B.M.*

*Veronica Morrow-Reel  
Vice-Chair, Master C.B.M.*

*Mark Tranel, Ph.D.  
Secretary/Treasurer, C.B.M.*

Missouri State Statute 167.131 allows students who reside within the boundaries of an unaccredited school district to transfer to an accredited school district in the same county or an adjoining county. Applications for students to transfer for the 2015-2016 school year will be accepted beginning Tuesday, January 6 at 9:00 a.m. to 3:30 p.m. at Riverview Gardens School District Central Office located at 1370 Northumberland, St. Louis, MO 63137. Students will be placed via a lottery that will be held in July 2015. All applications that are received during the application period will be processed in the same manner and order in which they are received and will not have any bearing on the outcome of the lottery process.

Applications will be accepted from 9:00 a.m. to 3:30 p.m. Tuesday through Thursday. Please note that applications will not be accepted on holidays or days that the district is closed due to inclement weather. Please note that district offices will be closed on Monday, January 19, 2015 in observance of the Martin Luther King, Jr. holiday.

Applications to transfer for the 2015-2016 school year will be accepted until 3:30 p.m. on Friday, January 30, 2015.

Please contact Riverview Gardens School District at 314-869-2505 ext. 2489 with any questions that you have about the transfer process.

#### Required Application Documents

1. Completed transfer application.
  - a. You should complete one application per family in order to ensure that students from one family are kept together and assigned to the same district.
  - b. In the event that you are choosing separate districts for students within a household, a separate application would need to be completed for each student indicating their choice of districts.
2. Current lease or deed.
3. Birth certificate(s) for student(s) listed on the application.
4. Current driver's license or state-issued ID for the person completing the application. **If the person completing and submitting the application is not listed on the birth certificate, then legal proof of guardianship also needs to be submitted.**

You will be contacted in May to set up an appointment to provide all other required documents that are listed on the application. Those appointments will be scheduled for May and June in order to verify all required documentation.

#### Important Information

1. Students must currently reside within the boundaries of Riverview Gardens School District in order to apply to transfer under Missouri Statute 167.131.
2. Unaccredited districts are required to pay for transportation to one district, Riverview Gardens School District will continue to provide transportation to Kirkwood and Mehlville School Districts. Families who choose a district other than Kirkwood or Mehlville are responsible for providing their own transportation.
3. Students who currently are participating in the transfer program who wish to return to Riverview Gardens School District may do so at any time by contacting the enrollment office at 314-869-2505 ext. 1415. Students may return during the current school year and do not need to wait until next school year to return.
4. Students who are already participating in the transfer program who wish to stay in their current transfer district do not need to submit a new application. You will receive an "Intent to Return" form from the district that the child is attending under the transfer statute. That form needs to be completed and returned to the transfer district by Friday, January 30, 2015.