



Bullitt County Public Schools

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To: Jesse Bacon
Superintendent

From: Ruth Esterle *RE*
Director of Pupil Personnel

Date: April 15, 2022

Re: Transfer Request Procedure Update 09.11 AP.22

This is a request for Board approval for the proposed changes to Procedure 09.11 AP.22 - Transfer Request. The proposed changes include Non-Resident transfer requests to comply with House Bill 563. This procedure may need slight revisions in the near future with accompanying updated Non-Resident policy approval.

cc: Tom Brillhart, Chief Operations Officer

Bullitt County Public Schools Transfer RequestCheck one: ☐ Preschool* ☐ Elementary School ☐ Middle School ☐ High SchoolCheck one: ☐ In-District Transfer Request (student lives *inside* BCPS district)☐ Out of District Transfer Request (student lives *outside* of BCPS district)

- Anticipated date of Board approved non-resident transfer policy is July 1st
- Deadline to submit transfer request is June 1st
- Completed transfer request is an application only, not enrollment
- Must also complete Online Registration (OLR). Date/time stamp on submitted OLR will be used as determination for order of acceptance in cases of capacity.
- 2022-2023 tuition rates will apply as Board approved.

☐ Temporary Out of District Transfer Request (student lives *outside* of BCPS district in anticipation of establishing residency during first semester; additional documentation required)

- 2022-2023 tuition rates will apply as Board approved.

☐ BCPS Full-Time Employee (BCPS employee lives *outside* of BCPS district)

Employee Location: _____ Employee Position: _____

Student's Name _____
Last First Middle InitialHome Address _____ Phone # _____
Street City Zip**For In-District Transfer Request:**

School Assignment (based on current address) _____

Present School _____ Present Grade _____

Requested School _____ For School Year _____ Grade _____

Student is on transfer to current school: ☐ Yes ☐ No**For Out of District Transfer Request:**

County of Residence _____

Present School _____ Present Grade _____

Requested School _____ For School Year _____ Grade _____

Student is on transfer to current BCPS school: ☐ Yes ☐ NoGive full details of reason for transfer request (Please use the back of the application if additional space is required):

_____**Notice**

1. Students granted a transfer must be in regular attendance (fewer than three (3) unexcused absences or three (3) unexcused tardies), be in good standing in regard to discipline, and must be making minimum academic progress.
2. *In-district Preschool students on a transfer shall attend Kindergarten at their home school based on residence.
3. Transfers will not be approved for athletics. All transfers involving athletics will be in accordance with Kentucky High School Athletic Association (KHSAA) By-Laws.
4. Parent/Guardian shall be notified by mail of decision regarding transfer application.

I UNDERSTAND THAT, IF APPROVED, THIS CHANGE IN ASSIGNMENT WILL BE GRANTED FOR ONLY ONE (1) SCHOOL YEAR AND THAT ANY TRANSPORTATION NEEDED IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN._____
Print Parent/Guardian's Name_____
Parent/Guardian's Signature_____
DateAt the school level, this application has been: ☐ Approved ☐ Denied, reason __________
Principal's Signature_____
Date

Bullitt County Public Schools Transfer Request

To be completed by Central Office Personnel

Application: ☐ Approved ☐ Denied

Superintendent/designee's Signature

Date