



FIRST STEP CHECKLIST

The following items are needed in order to apply for the transfer student process:

- 1. Original state-issued birth certificate for the student...
2. Current driver's license or state I.D. card of the enrolling parent or guardian.
3. Proof of Residency (See below)

YOU MUST PROVIDE SUFFICIENT PROOF THAT YOU RESIDE IN AN UNACCREDITED SCHOOL DISTRICT:

We will accept the following as proof of residency. These items must be in enrolling parent/guardian's name.

One From this Column

- Valid Deed to Home
Current Real Estate Tax Receipt
Current House Lease
Current Apartment Lease



Two From this Column

- Current Utility Bill (dated in the last 30 days)
Valid Occupancy Permit (dated in the last 30 days)
2012 Personal Property tax receipt
2012 Homeowner's/Renters Insurance Policy

If you're unable to provide these requirements, please contact the Student Services Department in your residing school district.

Additional information will be required by the accepting school district at the time of enrollment.

List of School Districts Available for Transfer

St Louis City - St Louis City Public Schools

St Louis County - Affton, Bayless, Brentwood, Clayton, Ferguson-Florissant, Hancock Place, Hazelwood, Jennings, Kirkwood, Ladue, Lindbergh, Maplewood-Richmond Heights, Mehlville, Parkway, Pattonville, Ritenour, Rockwood, University City, Valley Park, Webster Groves

St Charles County - Fort Zumwalt, Francis Howell, Orchard Farm, St Charles City, Wentzville

Jefferson Co - Crystal City, Desoto, Dunklin, Festus, Fox, Grandview, Hillsboro, Jefferson Co, Kingston, Northwest, Sunrise, Windsor

Franklin Co - Franklin Co, Gasconade Co R-1, Gasconade Co R-II, Lonedell, Meramec Valley, New Haven, Richwoods, Saint Clair, Spring Bluff, Strain-Japan, Sullivan, Union, Washington



Enrolling Parent/Guardian Name: _____ Relationship to Student(s) _____

District of Residence: _____ School of Attendance: _____

Current Home Address: _____ City: _____ Zip: _____

Home/Cell Phone Numbers: _____ Work Phone Number: _____

Email address: _____ Internal Use MOSIS: _____

Student Information

Table with 6 columns: Student Name, DOB, Grade Entering 2013-14, First Choice School District, Second Choice School District, Third Choice School District. It contains 6 empty rows for data entry.

Please read and initial all statements:

- _____ In order to qualify to send your student to an accredited district as a non-resident student, you must reside in an unaccredited school district. If the unaccredited district where you reside regains its accreditation, your child can remain in receiving school district only until the end of the current school year, subject to the payment of tuition.
_____ If the unaccredited home district fails to timely pay tuition, then the student may be withdrawn from or not enrolled in the accredited school district.
_____ School assignments will be made once your child is enrolled in the receiving district.
_____ Transportation to and from the assigned school is the responsibility of the parent unless your child will be attending _____ School District.
_____ All students must comply with all rules, regulations and policies of the receiving school district.
_____ As part of this application, items required in the First Steps Checklist (reverse side) have been submitted.
_____ Safe Schools Act Affirmation is submitted with this application.
_____ This approval will be valid for one school year. No exceptions to the deadline requirements will be made.

I have read and agree with the above terms.

REQUESTED BY: _____ Date: _____
Enrolling Parent/Guardian's Signature

APPROVED BY: _____ Date: _____
Superintendent/Designee of Riverview Gardens or Normandy

By the signature above, Riverview Gardens or Normandy certifies that residency and proof of parental responsibility or guardianship have been verified, Safe Schools Act Affirmation submitted and that the other requirements of the Instructions to Riverview Gardens and Normandy School Districts have been met.