



NORMANDY SCHOOLS COLLABORATIVE

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TY MCNICHOLS, ED.D.
SUPERINTENDENT OF SCHOOLS

CHARTING A NEW COURSE FOR LEARNING

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

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 Monday, January 5 at 10:00 a.m. at the Normandy Schools Collaborative Campus Support Center located at 3855 Lucas and Hunt Road, St. Louis, MO 63121. 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 8:00 a.m. to 4:00 p.m. Monday through Friday (with the exception of the 10:00 a.m. start time on Monday, January 5). 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 4:00 p.m. on Friday, January 30, 2015.

Please contact the Normandy Schools Collaborative Office of Student Services at 314-493-0456 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 the Normandy Schools Collaborative in order to apply to transfer under Missouri Statute 167.131.
2. Unaccredited districts are required to pay for transportation to one district, the Normandy Schools Collaborative will continue to provide transportation to the Francis Howell School District. Families who choose a district other than Francis Howell are responsible for providing their own transportation.
3. Students who currently are participating in the transfer program who wish to return to the Normandy Schools Collaborative may do so at any time by contacting the Normandy Schools Collaborative at 314-493-0400. 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.