

Enrollment and Intra-District Transfer Request

Please share the following information with RGSD Parents:

Enrollment Process:

While your student(s) will receive virtual instruction from home during the first quarter, **you will still need to register your student for the 2020-2021 school year.**

Please visit our District Website at **RGSD.K12.MO.US** to register your student for the 2020-2021 school year. Once you access our page, do the following:

- (1) Go to the bottom of the page and look for 2020-2021 School Registration
- (2) Click on Online Centralized Enrollment 2020-2021 School Year
- (3) Click the areas that best describes you, ***New Student, Returning Student or Returning Student AND adding a student*** (use this if you already have a student enrolled, but will be enrolling another student)
- (4) If you are a Student in Transition, you would click on ***Students in Transition Packet*** link.

Please understand that in order for your student(s) to be assigned a teacher and receive instructional materials, they **MUST BE REGISTERED** for the 2020-2021 school year.

Intra-District Transfer Request:

If a parent request that their student attend a school outside of their Home School, they must:

- (1) Access the Intra-District Transfer Application form on the District's website under Quick Links. Forms are also available in each school office.
- (2) Email the completed Intra-District Transfer Application to crigsby@rgsd.k12.mo.us. Parents can also drop off the completed form at the district or school office (secretaries should forward the request to the office of Student Support Services)
- (3) Complete the on-line registration paperwork for the **student's Home School** (this is the school assigned to the student's current address)
- (4) A review of the student's academics and discipline records will be conducted
- (5) Once a decision is made, the office of Student Support Services will email the parent and school secretary a copy of the approval/denial letter
- (6) School secretaries will be responsible for mailing the approval/denial letter to the parent in hard copy form

****Important Note: Intra-District Transfer forms are to be submitted prior to the beginning of each semester**

This information should be shared with parents at the building level