

## OPEN TRANSFER APPLICATION PROCESS BEGINS May 2, 2018

Bethany Public Schools uses a two-step on-line process to apply for an open transfer into the Bethany Public School District. If you have any questions regarding this process and whether it applies to you, please contact the district office at 789-3801.

### STEP 1:

- On Wednesday, May 2, 2018 a link will be activated on our district's website's homepage ([www.bethanyschools.com](http://www.bethanyschools.com)) at 7:00 p.m. You will not be able to access the link prior to 7:00 p.m. on 5-2-2018.
- By clicking on the link, you will be able to complete the on-line form and submit it electronically. An example of the on-line form is available on the district's website.
- The form must be submitted by the **parent or legal guardian** of the child requesting transfer. Only **one** form per family. You will not be required to submit children names and grades during the electronic application. You will only need to complete one electronic form.
- Each transfer form that is electronically submitted will be date and time stamped upon electronic submission.
- The on-line link will be active until 9:00 a.m. on 5-3-2018. After 9:00 a.m., forms can be filled out and in person and submitted at the district's administrative office. We will take written forms until 5-31-2018. Written forms will also be date and time stamped upon submission.
- For those families who do not have internet access, or require any form of accommodation in accessing the internet, the district's elementary/middle school computer lab will be open from 6:30 pm – 7:45 pm. Please call 789-3801 if you would like to reserve a computer. We will take reservations through Friday, April 27, 2018.
- All electronic forms will be sorted first come, first served based on the date and time stamp issued.

### STEP 2:

- All persons who submitted an electronic application will be required to complete additional mandatory paperwork. On Thursday, May 3, 2018 from 5pm to 8 pm., district personnel will accept the paperwork at the Elementary Cafeteria west side entrance.
- Failure to complete the mandatory paperwork by 8 pm on 5-3-2018 will result in cancellation of your electronic application and you would have to re-apply in person at the district's administration office.
- Bethany Public Schools will notify parents by mail as to the status of their transfer request no later than July 13, 2018
- Transfer requests are considered on a first come, first served basis. The district accepts open transfer students where space is available in a particular grade or program.
- If you have any questions regarding the open transfer application process, please contact the district administrative offices at 789-3801.

***Due to technical difficulties inherent in computer hardware, the Internet, Internet software, user error or transmission problems could produce inaccurate or incomplete applications. Bethany Public Schools is not responsible for any errors or omissions in the information contained on or accessed through its website or the electronic application form. All such information in this site is provided "as is". Bethany Public Schools is not responsible for any technical difficulties you may encounter as you apply for an open transfer.***