



2024-2025 PERSONAL TRANSFER INSTRUCTIONS

The window for Personal Transfers for all grade levels now opens

March 1, 2024 and closes May 1, 2024

Here are the steps you need to follow:

1. Using a computer, tablet, or your smartphone (Using Chrome as your browser works best.)
2. Go to the appropriate link:

Elementary: <http://tinyurl.com/RCAS25-K-5PT>

Middle School: <http://tinyurl.com/RCAS6-8-PT>

High School: <http://tinyurl.com/RCAS9-12-PT>

3. Or you can access through the RCAS website at

- a. Choose the **Parent** tab.
- b. Choose the **Student Registration, Enrollment, & Transfers** tab.
- c. Choose **Student – Transfers** (If there is a 404 message at the top of this page, it means that the page is locked and will be made available at 7:30 am, March 1 and closes May 1. Please refresh your page at that time.)
- d. Pick the appropriate level of transfer you wish to submit. This is for the grade your student will be in for the upcoming 2024-2025 school year.
 - i. For Elementary choose: **2024-25 RCAS Personal Transfer Request K-5** note the link opens up starting at 7:30 am on March 1, 2024 and closes May 1, 2024.
 - ii. For Middle School choose: **2024-25 RCAS Personal Transfer Request 6-8-** note the link opens up starting at 7:30 am on March 1, 2024 and closes May 1, 2024.
 - iii. For High School Choose: **2024-25 RCAS Personal Transfer Request 9-12-** note the link opens up starting at 7:30 am on March 1, 2024 and closes May 1, 2024.
- e. Enter all the requested information.
- f. WATCH your email for the confirmation you will receive after you hit submit. **Read it carefully.** (check your junk mail if it did not show up in your in box) If it did **NOT** give you a message that said your submission was submitted successfully, you must resubmit.
- g. You will be notified approximately one week prior to school starting in the fall. Watch your email for notification on whether it was approved or denied.

