

TRANSFER REQUEST FORM**TRANSFER PERMIT INFORMATION**

- Transfer permits are required when the student resides in an attendance area which is not within the attendance center the parents want their child to attend.
- Reapplication is necessary if the student's residence changes during the school year.
- Parents or guardians bear full responsibility for transportation when a transfer permit has been approved. Transportation will be provided only in the event transportation is provided to the attendance center and a bus stop designation is made for the student.
- A transfer permit may be revoked after being granted if the student's academic performance or behavior is unsatisfactory, or if adjustment in student assignments is determined appropriate as a result of changes in capacity or enrollment in the attendance center.

STUDENT INFORMATION

Student's Name: _____

Student's Residence: _____

Current Grade Level: _____ School Currently Attending: _____

Does the student require special education services? Yes _____ No _____ Comments: _____

PARENT/GUARDIAN CONTACT INFORMATION

Parents Name(s): _____

Current Address: _____

Telephone: _____ E-mail: _____

TRANSFER REQUEST

I request that the student be permitted to attend (name of attendance center): _____

Reasons for Request:

- A. To continue attendance at school where the student is already enrolled.
- B. To attend school where a sibling is attending or has recently attended
Name(s) of sibling(s): _____
- C. Parent or guardian convenience (e.g., parent is employed at the attendance center, or is employed near the attendance center; or day care services are near the attendance center). Describe which apply: _____
- D. Overriding educational needs of the student. Describe: _____
- E. Other (You may attach a letter of explanation): _____

Date _____ Parent or Guardian Signature _____

SCHOOL ACTION – Parent MUST complete this section with principal before submitting form to District Office.

Date transfer request received: _____

This transfer request has been discussed with the principal of this child's home attendance area school building.

Date _____ Principal Signature _____

DISTRICT OFFICE ONLYAction on transfer request: _____ Permit approved (Conditions, if any: _____)
_____ Permit Denied

Date _____ Superintendent or Designee Signature _____