



# In-District Transfer Application

Parent / Guardian: complete Sections I, II, III & sign.

### I. Parent/Guardian Information

|   |                            |          |
|---|----------------------------|----------|
| Parent/Guardian Name (Last, First, M.I.)                                  | Home Telephone (    )    - | -        |
|   | Work Telephone (    )    - | -        |
|   | Fax Number (    )    -     | -        |
| Parent/Guardian Address:  | City                       | Zip Code |
| School nearest family residence (Where SHOULD your child attend school?): |                            |          |

### II. Student Information

|  |  |
|--|--|
| Student Name (Last, First, M.I.) - List only one student per application |  |
| School Currently Attending:  | Current Grade Level  |
| Where do you WISH for your child to attend school? :                     | Are there any other children from this household/family also applying for a transfer?    (    ) Yes    (    ) No |
| Requested date for student to transfer                                   | (month/day/year).  |

### III. Specific Request

|  |
|--|
| List reason(s) for requesting transfer:: |
|--|

The above information is true and correct to the best of my belief and knowledge. Once this request to transfer is approved, the above-named student is obligated to attend the requested school unless the parents move to another attendance area OR the school board agrees in writing to allow the student to return to the school in the student's attendance area.

Signature of Parent/Guardian and Date

### FOR DISTRICT USE – Do Not Write Here

#### IV. Date and Time Application Received By Non-Resident District

|                           |   |                            |
|---------------------------|---|----------------------------|
| Date Application Received | Time Application Received (Indicate AM or PM) | Received by: (Please sign) |
|---------------------------|---|----------------------------|

### V. District Action

- Approved
- Tentatively approved. District reserves the right to withdraw approval prior to the first day of school if new students move into the attendance area of the requested school.
- Tentatively disapproved due to the lack of space in the requested school. Student's name will be placed on a waiting list. If space becomes available prior to the first day of school, parent will be notified and offered the opportunity to enroll student in the requested school.
- Disapproved

Signature of School Board President or Designated School Official

Date

Effective date of this application is

(month/day/year)