

TRANSFER FORM FOR IN-DISTRICT STUDENTS

“Students will attend the school in the attendance area in which they reside unless they have approved in-district transfers on file. Transfers are subject to annual application. Parents must provide transportation for transfer students if not available on existing routes.” Board Policy JECCA

Student's Name: _____ Grade: _____

Address: _____ Phone: _____

School in Attendance Area: _____

School to which transfer request is made: _____

Person making transfer request (circle one): Principal Parent(s) Teacher Other: _____
(specify)

Reasons for transfer request (be specific): _____

Request has been (circle one): Approved Denied

Reason(s): _____

Signature of sending principal

Date

Signature of receiving principal

Date

Signature of parent(s)

Date

In-district transfers are effective for the duration of the present school year. Transfers for a longer duration need a written letter of explanation from the sending principal, explaining the rationale for the transfer. Copies of the letter are to be attached to each copy of the transfer form.

Copies: Sending Principal
Receiving Principal
Parent
Student Services

