

## 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

