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|---------------|----------------|----------------------|--------------------------|
| Date Received | Date Processed | Current/Zoned School | Assigned Staff Associate |
|---------------|----------------|----------------------|--------------------------|

# BALTIMORE CITY PUBLIC SCHOOLS

## INTRA-DISTRICT TRANSFER REQUEST FORM

OFFICE OF ENROLLMENT, CHOICE & TRANSFERS

### STUDENT & SCHOOL INFORMATION

Student's Legal Name

LAST

FIRST & MIDDLE INITIAL

Student ID #

CURRENT GRADE

Preferred Name

(If applicable)

Gender  Male  Female  X (non-binary)

Date of Birth

MONTH/DAY/YEAR

Current School

Age

Requested Schools for Consideration (ranked in order) 1. \_\_\_\_\_

2. \_\_\_\_\_ 3. \_\_\_\_\_

Does the student have an Individual Education Program (IEP), Individual Family Service Plan (IFSP), 504 Plan, or receive English for Speakers of the other Languages (ESOL), English as a Second Language (ESL), English as a New Language (ENL), or other special programming? Check all that apply.  IEP  IFSP  504  ESOL  ESL  ENL  Other \_\_\_\_\_

### RESIDENCY AND FAMILY INFORMATION (ADDITIONAL FORMS MAYBE REQUIRED)

Parent/Guardian Name \_\_\_\_\_ Primary Phone Number \_\_\_\_\_

Secondary Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Parent/Guardian Home Address (Where the student is residing) \_\_\_\_\_

Is the student temporarily living with others due to lack of permanent housing, living in a shelter, living in a motel/hotel, or otherwise homeless?  Yes  No

Is the student under the informal care/guardianship of a relative other than the biological parent?  Yes  No

Is this student in the custody of foster care, group home, or another placement agency?  Yes  No

Is there a current court order regarding custody?  Yes  No If yes, the parent/guardian **MUST** provide the most recent court order.

### BEHAVIOR INFORMATION

Does the student have a history of sexual abuse/misconduct, violent or disruptive behaviors or gang membership?  Yes  No

Is the student currently expelled or suspended (including more than 10 consecutive days)?  Yes  No

Is the student under a court order to attend school or is a truancy referral in the process of being filed?  Yes  No

### TRANSFER RATIONAL (CHOOSE UP TO (3) THREE REASONS)

- Desire higher quality instructional learning
- Desire stronger leaders and/or teachers
- Desire more extra-curricular activities
- Desire more social emotional development
- Desire stronger family engagement
- Desire smaller class sizes
- Recently moved to a new address
- Seek to reduce student's daily commute
- Seek to improve student's behavior in new environment
- Desire a school that family and/or friends attend

- Seek to avoid issues with school administration/teachers
- Seek to avoid bullying/harassment at current school
- Seek to avoid gang issues at current school
- Desire a school that is in a safer neighborhood
- Desire a school with before and after care
- Desire a school with specific programming (please list): \_\_\_\_\_
- Seek a school with a better academic reputation
- Seek a school with entrance-criteria

### PARENT AGREEMENT

- I hereby declare and affirm under penalties of perjury that the information provided above is true and correct to the best of my information, knowledge, and belief.
- I understand that if the reason for the approved intra-district transfer no longer applies, the transfer may be revoked.
- An intra-district transfer is a privilege and my child must maintain good attendance, grades, and behavior. If for any reason these areas are not upheld, intra-district transfer approval may be denied or revoked.

I understand that this information is being used by the school district for the purposes of transferring my student. I understand that the incomplete or inaccurate information may delay, prevent, or invalidate my student's transfer in school. I agree to promptly inform the school district of any changes in this information, including changes in residency of my student. I understand that my electronic submission of this form and my electronic signature are intended to be constitute, and are equivalent to my personal signature.

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

### APPLICATION SUBMISSION

Please submit completed applications with the required proof of identity for the parent/guardian, student's proof of age and identity, and two (2) proofs of bonafide residency.

Baltimore City Public Schools, Office of Enrollment, Choice and Transfers  
200 E. North Avenue, Room 106 • Baltimore, Maryland, 21202

# INTRA-DISTRICT TRANSFER REQUEST FORM

OFFICE OF ENROLLMENT, CHOICE & TRANSFERS

BALTIMORE CITY  
PUBLIC SCHOOLS

## OFFICE USE ONLY

### DECISION ON THE INTRA-DISTRICT REQUEST

YOUR REQUEST HAS BEEN:

APPROVED

DENIED

#### Reason(s) for Denial

- Grade level classes are full
- Reasons inconsistent with regulation/policy
- Student does not meet entrance-criteria requirements
- Other: \_\_\_\_\_

ECT Staff Associate (Please print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Decision School \_\_\_\_\_ Date of Contact with Parent \_\_\_\_\_

Dates of contact with Principal and/or Enrollment Official: Receiving \_\_\_\_\_ Assigned \_\_\_\_\_