

For the school year:

Grade:

Please complete Sections I, II, & III and sign this form. This information will be used in part to determine whether or not your child can be transferred to a school different from the one that serves your residential area. Once a student is accepted at a school not within his/her residential attendance area, he/she may continue to attend that school annually, including attending the feeder middle school. Transportation is required by the parent/guardian.

SECTION 1

Student name

Birth Date

Address

Primary phone

—

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Cell phone

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Neighborhood school:

☐ Eagle Creek ☐ Kent Prairie ☐ Pioneer ☐ Presidents ☐ Haller ☐ Post ☐ AHS

Current school:

☐ Eagle Creek ☐ Kent Prairie ☐ Pioneer ☐ Presidents ☐ Haller ☐ Post ☐ AHS ☐ Weston ☐ SVLC

Requested school:

☐ Eagle Creek ☐ Kent Prairie ☐ Pioneer ☐ Presidents ☐ Haller ☐ Post ☐ AHS ☐ Weston ☐ SVLC

Requested program:

Open Doors (Must meet admission requirements.)

Current teacher:

Current grade:

List the reason(s) why you think your child should be transferred to a different school.

SECTION II Please indicate whether you have had contact with the following people regarding this request:

Teacher ☐ Yes ☐ No

Building Counselor ☐ Yes ☐ No

Principal ☐ Yes ☐ No

Assistant Principal ☐ Yes ☐ No

Please list the results of the meeting(s) with anyone listed above.

SECTION III All approved transfers must conform to current District Policy #3130 and Procedure #3130P.

This transfer request is for: ☐ financial reasons ☐ educational reasons ☐ health reasons ☐ Other

If approved, I agree to provide transportation to the requested school.

Parent/Guardian Signature

Date

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SECTION IV After conferences have been held by the parent and the appropriate school personnel, a final determination will be made concerning the transfer based on these criteria:

1. Will there be a disruption to the student's established learning program? ☐ Yes ☐ No
2. Will established neighborhood groupings be affected? ☐ Yes ☐ No
3. Will brothers and sisters be at the same school? ☐ Yes ☐ No
4. Will there be available classroom space for the transfer? ☐ Yes ☐ No
5. Does the family have a transportation plan for the student? ☐ Yes ☐ No

The request for the transfer ☐ will ☐ will not be granted for these reason(s):

Principal's Signature

Date

Releasing School

Principal's Signature

Date

Accepting School

☐ There are attachments to this form.

☐ There are no attachments to this form.

Copies: 1) Building Principal of **Releasing** School 2) Building Principal of **Accepting** School 3) Parent 4) Admin Office