

Application for Educational Transfer

- This form must be returned to the Superintendent
- Applications for Educational Transfer will be approved to the extent that honoring such requests will not exceed class size maximums established in Board Policy 606.1 or displace a resident student.
- Applications for Educational Transfer will be considered after all class size transfers have been determined, unless the Educational Transfer request would allow the District to meet class size maximums without making an Administrative Transfer.
- **A separate application form must be completed for each child**

Transfer requested by: Parent/Guardian School District

1. Name of Student: _____ Date of Application: _____

2. School year: _____ Grade Level: _____

3. Parent/Guardian Name: _____

4. Parent/Guardian Address: _____

5. Phone number: _____ Email: _____

6. Resident School: _____

7. Requested School: _____

8. List all siblings, age, grade level for next school year, and building assigned (if applicable):

Name	Age	Grade Level for Next School Year	School
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9. Is the student entitled for Special Education services? Yes No

10. Is the student receiving English Language Learning services? Yes No

11. Is student transportation needed? Yes No

12. I understand transportation to the requested school will be provided only if there is no additional cost to the District? Yes No

Signature of Parent/Guardian

Date

Application for Educational Transfer

District Completes

A. Name of Student: _____

B. Parent/Guardian Name: _____

C. Name of Resident School: _____

D. Name of Requested School: _____

E. Date application was received: _____

F. Action: Approved Denied

If denied, indicate reason(s):

Class size at requested school will exceed maximum size guideline established in policy #606.1

Class size at resident school will fall below 50% of class size goal established in policy #606.1

Proper special program is not available

Other _____

Signature of Superintendent

Date

Approved: April 10, 2007

Reviewed: December 13, 2010; March 14, 2016; January 11, 2021

Revised: April 13, 2015