

SAMPLE REQUEST FOR TRANSFER FORM

Parent/Guardian:

[School] is offering the option for you to enroll your child in [designated school 1] or (2) [designated school 2]. If you would like to transfer your child from [School], please indicate your preference on the form below. Return the completed form to [address] postmarked no later than [date]. The district will respond to your request by [date] with written notice regarding your child's school assignment. You will have an opportunity, at that point, to finalize your child's 2008-09 school enrollment. Please complete a separate form for each child.

This form is to be returned ONLY if you want to transfer your child to one of the designated schools. If you do not wish to transfer your child from [School], you do not have to take any action.

I have read the letter regarding public school choice options. I am requesting that my child be transferred to:

_____ (first choice) or _____ (second choice, IF APPLICABLE) beginning in the 2008-09 school year.*

Parent/Guardian signature: _____ Date: _____

Phone Number: _____

Name of student: _____ Grade level for 2008-09: _____

School currently attending: _____

Student's address: _____ City: _____ Zip code: _____

* If you are the parent of an exceptional child or a child with limited English proficiency, please call (name) at (number) for the available public school choices that best meet the needs of your child. (Educational records are confidential and access is limited to school officials having a genuine need to know.)

Office use only

Student ID #: _____ Date received: _____

Request for school of choice #1 has been: ___ Approved ___ Disapproved

Request for school of choice #2 has been: ___ Approved ___ Disapproved

Transportation will / will not be provided by the district.

Principal of receiving school's signature: _____

Signature of coordinator, student assignment: _____

Distribution copies: white – pupil services; yellow – parent; pink – school of choice; gold – current school