

REQUEST FOR TRANSFER
(Applicable for In-District Students ONLY)

(This form must be submitted to the assigned/boundary school principal. Please submit one form for each student.)

STUDENT _____ GRADE LEVEL _____ DATE _____

PARENT(S) _____

ADDRESS _____ CITY _____ ZIP _____

HOME PHONE _____ WORK PHONE _____

ASSIGNED/BOUNDARY SCHOOL _____

SCHOOL REQUESTED _____

NOTE: A copy of a letter written by the parent requesting the transfer and giving the reasons in accordance with Superintendent Policy 5260 must be attached to this form. View the policy online at www.adams12.org/en/superintendent_policies; copies also are available at all schools.

As the assigned or boundary school administrator, I have reviewed the parents' written request and
 approve / disapprove of the transfer.

 Assigned/Boundary School Principal Date

As the requested school administrator, I have reviewed the parents' written request and
 approve / disapprove of the transfer.

 Requested School Principal Date

As the superintendent's designee, I have reviewed the parents' written request and
 approve / disapprove of the transfer.

 Superintendent's Designee Date

As the parent of the above-named student, I understand:

Enrollment is contingent upon a student providing his/her own transportation.

Transfers are valid for one school year. For consideration to remain at you transfer school, submit a Choice application before March 15th; otherwise, a new transfer request must be submitted annually.

Students whose transfer requests are approved will generally be admitted to the new school only at the quarter, trimester or semester break.

Approval of this transfer request is for the above-named child. It does not assure transfer approval of siblings.

Student's athletic eligibility may be affected by transfer. My student and I are responsible for determining applicable athletic eligibility rules.

Transfers may be revoked if at any time the district feels the placement is unsuccessful. The student's attendance must be prompt and regular and the student's conduct must be in accordance with district and school policies, procedures, rules and regulations. If the placement is terminated or revoked, the student shall be enrolled in his/her home school.

 Parent Signature

 Date