



In-District Transfer Form 2019-2020

Eden Prairie Schools maintains assigned attendance areas in order to keep class-sizes level districtwide. However, if you live within Eden Prairie School District but would like your child to attend an Eden Prairie School outside of your assigned attendance area, you may complete this In-District Transfer Application Form. Questions can be directed to the Welcome Center (8100 School Road). Call 952-975-7008 or e-mail register4ep@edenpr.org.

- Please complete one form per child
- Principals from both schools will meet to evaluate requests
- Consideration of the request will only be given if space is available
- Only one request is allowed per year

- Transportation of the student shall be the responsibility of the parent or guardian, buses will not cross boundary lines
- If the reason for the request is related to day care, the parent/guardian must submit a letter from the Daycare Provider which includes the Daycare Provider name, address, phone number, and statement that the child is attending that daycare
- Any request due to a future move must be accompanied with a lease or purchase agreement of home
- Parents will be notified of decisions in writing
- Approved requests are valid until a new request is submitted

Student's full legal name				Date of birth:	
First Name	Middle Name	Last Name	Suffix	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
School currently attending (if applicable)			Current Grade	Next Year Grade	
Student's address					
Street	Apt. #	City	State	Zip	
New address and date of move (if applicable)					
Street	Apt. #	City	State	Zip	Date of Move
Parent/guardian #1					
First Name	Middle Initial	Last Name	Email Address		
Home Phone	Work Phone				
Address (if different from student's)			Street	Apt. #	City
			State	Zip	
Parent/guardian #2					
First Name	Middle Initial	Last Name	Email Address		
Home Phone	Work Phone				
Address (if different from student's)			Street	Apt. #	City
			State	Zip	
Requested school:	Reason for request:				
I verify that the above information is true to the best of my knowledge and understanding					
Parent/guardian signature			Date		
For Office Use Only: Date received:		Request code:			
Attendance area school	Approval signature		Date:		
Comments					
Requested school	Approval signature		Date:		
Comments					
Secondary approval signature (if applicable)			Reason for denial (if applicable)		