

# CENTERVILLE CITY SCHOOLS

## REQUEST FOR INTRADISTRICT TRANSFER

TO: Director of Student Services  
Centerville City Schools  
111 Virginia Avenue  
Centerville, OH 45458

DATE OF REQUEST: \_\_\_\_\_

FOR SCHOOL YEAR: 20 \_\_\_\_ - 20 \_\_\_\_

---

PARENT(S)/GUARDIAN(S) NAME \_\_\_\_\_

NEW ADDRESS\* \_\_\_\_\_

Street Address/Apt. # \_\_\_\_\_

City \_\_\_\_\_

Zip \_\_\_\_\_

PHONE \_\_\_\_\_

PRIOR ADDRESS \_\_\_\_\_

Street Address/Apt # \_\_\_\_\_

City \_\_\_\_\_

Zip \_\_\_\_\_

PHONE \_\_\_\_\_

**\*If new address, updated proof of residency is required to be presented:**

- Mortgage papers, or property tax bill, or copy of deed
- Current signed lease agreement with the landlord's name, address, and telephone number
- House under construction or purchase agreement. Contact School Attendance & Family Resource Teacher
- Resident affidavit (if living with another person or subleasing). Contact School Attendance & Family Resource Teacher

Has there been a change in custody?  No  Yes If yes, must provide proof of custody

I (we) hereby request the following student(s) be transferred

From: \_\_\_\_\_ To: \_\_\_\_\_

NAME(S) OF CHILD(REN):

\_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

STATE REASON(S) FOR REQUESTING INTRADISTRICT TRANSFER:

---

---

---

**CENTERVILLE CITY SCHOOLS TRANSFER OF STUDENT(S) POLICY**

The procedure for requesting a transfer of a student from one school to another within the Centerville City Schools shall be initiated by the completion of this Request for Intradistrict Transfer form. The parent shall take this form to the school principal where the student is presently enrolled and intends to enroll for signatures. The receiving principal will forward the form to the Director of Student Services. Upon receipt of this form, the Director of Student Services shall coordinate the review process and approve or disapprove the request as soon as possible.

***The request will only be approved if:***

- The receiving building and grade level can accommodate additional students.
- The parent can transport the child to the new school or the nearest bus stop serving the receiving school assigned by the transportation supervisor, at their own expense.

Transfers are limited to one move per school year.

Transfers do not automatically include younger siblings. The decision will be based on building and grade enrollment when the sibling is ready to enter the building.

***The transfer shall be reversed if:***

- The student has excessive tardies to school.
- The student has excessive unexcused school absences.
- The student becomes a serious discipline problem.

I have read and understand the Centerville City Schools Board of Education policy above regarding Intradistrict Transfers.

Parent/Guardian Signature \_\_\_\_\_

-----

Signatures of: ***For office use***

Sending School Principal \_\_\_\_\_ Recommendation \_\_\_\_\_

Receiving School Principal \_\_\_\_\_ Recommendation \_\_\_\_\_

Director of Student Services \_\_\_\_\_ Recommendation \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Approved \_\_\_\_ Not Approved \_\_\_\_\_