



Date Request Received:

One student per application

### REQUEST FOR TRANSFER OUT OF ZONE

If approved, we hope to begin this transfer agreement on \_\_\_\_\_ (date),  
when the student named below will be in the \_\_\_\_\_ grade.

Student Name \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address \_\_\_\_\_

School now attending: \_\_\_\_\_

**In which school zone is your home located:**

- John Sevier Elementary Zone
- Coulter Grove Intermediate Zone
- Sam Houston Elementary Zone
- Montgomery Ridge Intermediate Zone
- Foothills Elementary Zone

To which school do you wish to transfer? \_\_\_\_\_

Reason for request: \_\_\_\_\_

At the time this transfer takes effect, will other students in your household be enrolled at this school?: Y N

If yes, please list the student(s) name and grade: \_\_\_\_\_

#### Board Policy Section 6.206 – Transfers within the System

The following is a summarization of board policy 6.206. The entire text of this policy may be accessed on the district website or by contacting the district office.

- 1) Class size will be a factor in the approval process;
- 2) Special needs student population targets will be a factor in the approval process;
- 3) Parental requests based on the best interest of the child are considered on a case-by-case basis;
- 4) Parents/Guardians must provide transportation for out of zone students;
- 5) Requests will be considered only after assignment of all resident students;
- 6) Unsatisfactory attendance could result in a change of zone transfer status.

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**FOR OFFICE USE ONLY**

APPROVED

\_\_\_\_\_  
DOS / Designee

\_\_\_\_\_  
Date

NOT APPROVED

\_\_\_\_\_  
SCHOOL ASSIGNMENT