

INTRA-DISTRICT TRANSFER APPLICATION

School Year: \_\_\_\_\_

Date: \_\_\_\_\_

- Elementary School
- Middle School
- High School

- New
- Renewal
- Utility

Special Education  Yes *or*  No

Request to **attend** \_\_\_\_\_ school  
**from** \_\_\_\_\_ school

Name of Student: \_\_\_\_\_ Grade \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Home Phone \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone \_\_\_\_\_

City & Zip \_\_\_\_\_ Work Phone \_\_\_\_\_

Reason: \_\_\_\_\_

Administrative Remarks: \_\_\_\_\_

Date: \_\_\_\_\_

*Secondary only...*

Card Given: \_\_\_\_\_

Approved:  Yes *or*  No

Eligibility Information Received \_\_\_\_\_  
(Initial)

Eligible:  Yes *or*  No

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Signature of Custodial Parent/Legal Guardian

Is parent a district employee? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what school or department? \_\_\_\_\_

**NOTE: Eligibility information on second page.**

\*Transfers will be reviewed annually by the building administrator without need to reapply. You will be notified in writing via district form EE-R2-F3 if your transfer has been revoked because of Attendance, Academic, Discipline, or the school being over capacity.

\*You must verify your residence in the district with a current bill before the transfer can be processed.

\*Transportation is the responsibility of the Custodial Parent/Legal Guardian.



## Putnam City Schools Student Services

Joe Ellis, Administrator  
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Dear Parent/Guardian

Students entering Putnam City Schools will be assigned to the building which serves the attendance area in which they live. Intra-District Transfers may be approved by the principal of the receiving school when deemed in the student's best interest. Intra-District Transfers will be administratively controlled to prevent overcrowding and/or to improve building utilization. If you are interested in an Intra-District Transfer from one Putnam City school to another Putnam City school outside of your attendance area, please complete the form on the reverse side and take the application to the Putnam City school you wish to attend. All decisions regarding new or renewal of Intra-District Transfers will be guided by the following criteria and the decision of the principal of the receiving school will be final:

- Receiving school can accommodate transfer with present staff and have room for normal growth.
- Sending school maintains a cost-effective teacher-pupil ratio.
- Intra-district transfers can be denied on the basis of grades, attendance or discipline.
- When a school reaches capacity less the projected normal growth expected through the year, all transfers to that site will be stopped. This capacity may be reached in grade levels in the elementary school and by curricular areas in the secondary schools so that transfers may continue to be approved in some areas and not in others.
- Current Putnam City School 9<sup>th</sup> through 12<sup>th</sup> grade students who receive “new” intra-district transfers will be ineligible for all inter-scholastic athletics/cheerleading for a period of one school year (two terms).

All Intra-District Transfers should enhance the educational opportunity of the student. If there is a clear educational or medical need to transfer a student to another site, this consideration should override the criteria set forth above. Intra-District Transfers are reviewed annually by building administration without the need to reapply each year.

Sincerely,  
Joe Ellis  
Administrator  
District Enrollment Office