

# Internal Transfer Request Form

Send completed forms to the Welcome Center: [welcomecenter@district112.org](mailto:welcomecenter@district112.org) | (952) 556-6109 Fax | 11 Peavey Road Chaska MN 55318

This form is for parents/guardians of students **living** within the district who want their student to attend a school other than their Attendance Boundary School. If approved, this transfer remains in effect for every year the student is in that specific school building (K-5 for Elementary, 6-8 for Middle, or 9-12 for High School). Moving from 5<sup>th</sup> to 6<sup>th</sup> grade or 8<sup>th</sup> to 9<sup>th</sup> grade will **automatically enroll** the student in their Attendance Boundary School unless another transfer form is submitted prior to the deadlines noted below. Use this link to see your Attendance Boundary School: [ECCS.MN/attendance](https://eccs.mn/attendance).

**Every student is required to submit a separate Internal Transfer Request Form.**

## Please provide the following information:

Student Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_  
Print full legal name

Boundary School: \_\_\_\_\_ Requested School: \_\_\_\_\_

Please list the GRADE LEVEL and YEAR you are requesting for this Internal Transfer: Grade: \_\_\_\_\_ Year: \_\_\_\_\_

Is a sibling attending the requested school **at the same time**:  YES  NO

If yes, please provide the Sibling's Name: \_\_\_\_\_ and Grade: \_\_\_\_\_

Reason  
for Request: \_\_\_\_\_

Printed Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

## Read before signing:

- Internal Transfers are subject to Board approved Student Internal Transfer Policy ([Policy 544](#)).
- I understand that if this request is approved, the transfer will remain in effect for the remainder of the student's career at that specific school building (grades K-5 for elementary, grades 6-8 for middle school, or grades 9-12 for High School).
- I understand that, if this request is approved, it is my responsibility to transport the student to and from the requested school. Sometimes it might be possible to get the student to a currently established bus stop serving the requested school. A transportation registration form must be completed and approved by the Transportation Department to use an existing stop and bus. Please contact the Transportation Department for Details. Transportation: (952) 556-6160 | [transportation@district112.org](mailto:transportation@district112.org)
- Elementary or middle school transfer requests may be submitted at any time.

## High School Specific Warning from the Minnesota State High School League ([www.mshsl.org](http://www.mshsl.org))

- I understand, that if this request is approved, the rules of the Minnesota State High School League regarding transfers between secondary schools may affect my child's eligibility for sports and activities in grades 7-12 who transfer to a school other than the Attendance Boundary School **or** the school they currently attend. If your child participates in, or plans to participate in, high school athletics or activities and you feel an eligibility issue may affect your child, please contact the High School's Athletic Director for specific information before submitting this request. *Chanhassen HS: (952) 556-3530 | Chaska HS: (952) 556-7130*
- High school transfer requests must be submitted by **January 15<sup>th</sup>** for the following school year. Those submitted after the January 15<sup>th</sup> deadline date may be denied.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

Internal Office Use Only

Date Received: \_\_\_\_\_  Approved  Denied Authorized Signature: \_\_\_\_\_

Student assigned to: \_\_\_\_\_ Starting Date: \_\_\_\_\_ Grade: \_\_\_\_\_