

INDEPENDENT SCHOOL DISTRICT 196
Rosemount-Apple Valley-Eagan Public Schools
Educating our students to reach their full potential

Series Number 502.4P Adopted November 1987 Revised December 2021

Title Intradistrict Student Transfer Application

If you are the parent or guardian of a child (or an adult student age 18 or older), who lives in Independent School District 196, and if you would like that child to attend a school other than the child's attendance area school, complete the application form below and return it by the appropriate deadline to: **Student Information Supervisor, Independent School District 196, 3455 153rd St. West, Rosemount, MN 55068.**

<u>Grade Level</u>	<u>Reason for Transfer</u>	<u>Deadline</u>
K-5	Intent to establish residency	Any time (but not before four years of age)
K-5	Parent/guardian request	December 15 (but not before four years of age)
6-8	Intent to establish residency	Any time (but not before 5 th grade)
6-8	Parent/guardian request	January 5 (but not before 5 th grade)
9-12	Intent to establish residency	Any time (but not before 8 th grade)
9-12	Parent/guardian/ adult student request	January 5 (but not before 8 th grade)
9-12	11 th or 12 grade student to remain at current school	Any time (but not before 11 th grade)
6-12	Attendance area adjustment	January 5

You will receive an official notice from the Student Information Department regarding the status of your application after the review process is complete. Applications received after the specified deadline will be considered on a case-by-case basis.

Transportation will not be provided for intradistrict transfer students except as noted in section 3.6.1 of Policy 502, Student Transfers.

Please print. Complete a separate form for each student.

Student's name _____ Grade level next school year _____ ID number _____

Parent or guardian name (last, first, middle) _____

Parent or guardian address (street, city, zip code) _____

Parent or guardian telephone number(s) with area code (home) (work) (cell/pager) _____

School of residence _____ School requested for next school year _____

Requested date for transfer to begin: _____ (NOTE: Except for transfers based on intent to establish residency, the ending date of the transfer will be no later than the end of an elementary student's 5th grade year, a middle school student's 8th grade year or a high school student's 12th grade year. For transfers based on intent to establish residency, the ending date will be the end of the school year.)

Reason for Request: _____ Intent to establish residency (please specify new address if not listed above, and attach a copy of the purchase or lease agreement, or other legal document that shows intent to change residence): _____

_____ Parent/guardian/adult student request

_____ 11th or 12th grade student to remain at current school (please specify):

_____ Attendance area adjustment options as authorized by the School Board

The above information is true and correct to the best of my belief and knowledge.

X _____
Parent, guardian or adult student signature Date

(NOTE: Notification of final approval will come only from the District 196 Student Information Department.)

DISTRICT USE ONLY

_____ Date application received

Transfer based on intent to establish residency, 11th or 12th grade student to remain at current school, parent/guardian/adult student request or attendance area adjustment:

_____ Approved _____ Denied

The student will be enrolled in:

_____ School _____ Grade level _____ Beginning (date)

X _____
Signature of student information supervisor Date

Distribution:

_____ Parent, guardian or adult student _____ Principal of school of residence
_____ Student's cumulative folder _____ Principal of requested school