

INTERNAL STUDENT TRANSFER WITHIN THE FERNDALE SCHOOL DISTRICT

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (Home) \_\_\_\_\_ Phone (Work) \_\_\_\_\_

Grade Level for Year of Transfer: \_\_\_\_\_ **SCHOOL YEAR THE REQUEST IS FOR: 2022-23**

Assigned School Based on Student Address: \_\_\_\_\_

School Currently Attending: \_\_\_\_\_

School Requesting a Transfer to: \_\_\_\_\_

Does Your Child Receive Special Education Services? **Y/N** Student Birth Date: \_\_\_\_\_

Siblings? \_\_\_\_\_ YES \_\_\_\_\_ NO (If yes, a separate form is needed for each sibling)

Please **check any that apply**. In the space provided, identify the basis for the request and the specific reason(s) for this transfer request. Please provide as much information as possible. Attach any supporting documents as needed.

Safety or health conditions affecting the student would be substantially improved as a result of a transfer.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A financial condition affecting the student would be substantially improved as a result of a transfer.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

An educational condition affecting the student would be substantially improved as a result of a transfer. \_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attendance at the requested school is more accessible to the parent's place of work or to the location of child care.  
Address: \_\_\_\_\_  
\_\_\_\_\_

Special circumstances exist that are affecting the student or the student's immediate family, which could be substantially alleviated as a result of a transfer. Please explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

Complete only if Parent/Guardian is a Ferndale School District Employee (ESSB 5142):

Parent Name: \_\_\_\_\_

Work Assignment: \_\_\_\_\_

I understand:

- ✓ This application is valid for one (1) school year and needs to be completed annually.
- ✓ Parent(s)/Guardian(s) are responsible for transportation between the student's home and the requested school.
- ✓ Lack of academic performance, poor attendance, tardiness, or discipline problems may provide just cause for the district to return a student to his/her attendance area school.
- ✓ If a transfer is denied, the parent/guardian may appeal to the superintendent or designee in writing within ten (10) school days of denial notification for a review of the decision.

Signature below indicates that the parent/guardian has read Policy and Procedure 3130 and agrees to assume the responsibilities associated with an attendance transfer as listed above.

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

\_\_\_\_\_  
Date

Do Not Write Below this Line  
**For District Use Only**

- APPROVED** - Space is available in the grade level or classes at the requested building
- DENIED** - Space is not available in the grade level or classes at the requested building
- DENIED** - Request is denied due to excessive absences or discipline
- DENIED** - Request is denied due to insufficient information provided

\_\_\_\_\_  
Requested School - Principal Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Releasing School - Principal Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Office Signature

\_\_\_\_\_  
Date