

Intradistrict Student Transfer Request

South St. Paul
Public Schools



South St. Paul students are assigned an elementary school based on established attendance boundaries. The intradistrict transfer process for elementary schools provides the opportunity for District 6 families to request to have students attend a school other than the one assigned by attendance boundaries.

Note: If approved, transportation arrangements are the responsibility of the parent/guardian. Transportation will not be provided by the district if your child is approved to attend an elementary school outside of your assigned attendance zone.

STUDENT INFORMATION

Student Name: _____ Grade: _____ School Year: _____

Parent/Guardian Name: _____

Address: _____ Apt. #: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____ Email: _____

Attendance School: _____ Request transfer to: _____

Reason for Request:

Daycare in school attendance area. Daycare address: _____

Sibling attends school. Sibling name(s): _____

Other reason, please explain:

PARENT/GUARDIAN SIGNATURE

Signature: _____

Date: _____

Parent/Legal Guardian

BUILDING STAFF PLEASE FORWARD REQUEST TO THE DISTRICT OFFICE - STUDENT INFORMATION

DISTRICT USE ONLY

Date received: _____

Transfer request: Approved Denied

The student will be enrolled in:

_____ School

_____ Grade

_____ Date

_____ Administrator Signature

_____ Date

Copies of signed forms sent to: Student Cumulative File Principal of Attendance School Principal of Requested School