



## SECONDARY MID-SEMESTER TRANSFER APPROVAL FORM\*

Fairbanks North Star Borough School District  
520 Fifth Avenue – Fairbanks, AK 99701

If a student wishes to transfer during a semester to an in-district school that is outside his or her attendance area, the **Secondary Mid-Semester Transfer Approval Form** must be submitted to the Assistant Superintendent for Secondary Education for approval. A mid-semester transfer to a school outside a student's attendance area will only be approved due to an identified safety concern with which the principal concurs (see Policy and Administrative Regulation 1032.2: Attendance Areas - Out-of-Attendance Area).

### To be filled out by student or parent

Student's Name/ S#	Student's Phone	Date of Birth
Student's Mailing Address		
Student's Residence Address		
Current School	School Requesting Transfer to	
Grade		
Reason for Requested Change: (include copy of transcript and list of required and/or desired courses)		

*\* See Policy and Administrative Regulation 974.1 Evaluation of Instruction & 1032.2 Out-of-Attendance Area for rules and conditions*

\_\_\_\_\_  
Parent/Guardian Signature                      Date

\_\_\_\_\_  
Student's Signature                                      Date

Completed form should be emailed or faxed to:

Lisa Corbett  
Ass't Superintendent's Office  
520 5<sup>th</sup> Ave  
Fairbanks, AK 99701  
Fax: 907-451-0541  
[Lisa.corbett@k12northstar.org](mailto:Lisa.corbett@k12northstar.org)

☐

Approved

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Denied

Approved/Denied by: \_\_\_\_\_ Date: \_\_\_\_\_