

# SIBLING TRANSFER REQUEST FORM

The sibling transfer may be used to allow the requesting sibling, living in the same household, to transfer into a school without participating in Choice or transfer into a school when one student is selected for a transfer through Choice and the other sibling is not.

Date: \_\_\_\_\_ Effective During the School Year of: 20\_\_\_\_ 20\_\_\_\_  
(Please Only Select One)

Parent or Guardian Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

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

Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### INFORMATION FOR STUDENT REQUESTING TRANSFER:

Name of Student : \_\_\_\_\_ Grade \_\_\_\_\_

Does the student receive special services? **YES** **NO** (circle one)

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

**(If more than one student, complete below:)**

Name of Student: \_\_\_\_\_ Grade \_\_\_\_\_

Does the student receive special services? **YES** **NO** (circle one)

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

### **SIBLING TRANSFERS CANNOT BE GRANTED FOR THE FOLLOWING REASONS:**

- 1. Due to Pre-K not being a mandated grade and not able to participate in the Choice process, Pre-k students are not allowed to receive a Sibling Transfer**
  - a. Pre-K students cannot be transferred with a sibling approved for another program or school.
  - b. Siblings of a Pre-K student may not be able to be transferred, based on a sibling's Pre-K placement.
- 2. If the currently attending sibling will be leaving the school before the requesting student enters.**
- 3. Once a student is granted a sibling transfer, the student may remain at the school for the remainder of that level (Elem. Middle, High) as long as the student's parent/guardian continues to reside in Richland Two.**
- 4. If the student for which you are requesting the transfer requires a special program which is not at the requested school or if the program is determined to be at capacity.**

### SIBLING(S) CURRENTLY ATTENDING REQUESTED SCHOOL:

Sibling 1: \_\_\_\_\_ Grade: \_\_\_\_\_

Sibling 2: \_\_\_\_\_ Grade: \_\_\_\_\_

Note: \_\_\_\_\_

Complete this form and e-mail to [clausi@richland2.org](mailto:clausi@richland2.org) or fax to 803-738-7378.