



SCHOOL-TO-SCHOOL DISCRETIONARY TRANSFER APPLICATION

This form is for use when applying to transfer from a current 27J school to a different 27J school.
Out-of-district applicants should apply for 27J enrollment via the District's open enrollment process at www.sd27j.org.

Guidelines for choice of schools including transfer requests are explained in Superintendent Policy JFBA - Open Enrollment - Choice of Schools.

Please submit a separate form for each student.

STEP 1: Complete the demographic information listed below.

Date: _____ Applying For School Year: _____

Student: _____ Birth Date: _____ Grade Level: _____

Parent/Guardian(s): _____

Address: _____ City: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Special Services Student Receives (such as Individual Education Plan, Advanced Learning Plan, Section 504 Plan, English-language support,) etc:

Assigned Boundary School: _____ New School Requested: _____

STEP 2: Parent Letter

A letter written by the parent requesting the transfer and the reasons for the request must be attached to this form. Each principal involved in the possible transfer may request a parent meeting to review the request in person.

STEP 3: Assigned Principal Signature

- As the assigned or boundary administrator I have reviewed the parents' written request and _____ approve _____ disapprove of the transfer.

Assigned/Boundary School Principal: _____ Date: _____

STEP 4: If the transfer is approved by your assigned school principal proceed to STEP 5.

STEP 5: Requested Principal Signature

- As the requested school administrator I have reviewed the parents' written request and _____ approve _____ disapprove of the transfer. His/Her official start date will be on: _____

Requested School Principal: _____ Date: _____

Approval of both involved principals is required before the transfer is officially approved

As the parent/guardian of the above-named student, I understand:

- Enrollment is contingent upon the parent/guardian providing the student's transportation.
- Continuous enrollment must occur for the transfer status to remain valid.
- Transfers are valid through the current school year. For consideration to remain at your transfer school, submit a Choice application prior to the district's published deadline each February; otherwise, a new transfer request **must** be submitted annually.
- Students whose transfer requests are approved will generally be admitted to the new school only at grading period breaks, typically semester.
- Approval of this transfer request is for the above-named child. It does not include transfer of any other family members.
- Student's athletic eligibility may be affected by transfer. Families are responsible for determining applicable athletic eligibility rules with the school's athletic director.
- Transfers may be revoked if at any time the district feels the placement is unsuccessful. The student's attendance and conduct must be in accordance with district and school policies. If the placement is terminated or revoked, the student must enroll in his/her boundary school.

Parent/Guardian Signature: _____ Date: _____

STEP 6: Please submit the completed form to your current assigned school principal to initiate the transfer request process.