LAFAYETTE SCHOOL CORPORATION

PARENT REQUEST FOR STUDENT TRANSFER – ELEMENTARY SCHOOL

DEADLINE FOR COMPLETION: JULY 31

Name of Student: _____
First Middle Last

Home School: _____ Requested School #1: _____

Requested School #2: _____

Grade Level: _____ Age: _____ Requested School #3: _____

Effective Date: _____

Name of Parent: _____

Street Address: _____ Zip Code: _____

Telephone: _____ Email: _____

Reason for Request (check appropriate box): ☐ Class Size ☐ Instructional Program ☐ Social or Emotional Need

Briefly explain this request:

Parent is responsible for regular attendance and transportation.
Poor attendance, academics, or behavior may result in approved transfer being voided.

Transfer requests need to be processed through your child's home school principal, then the principal of the school you would like your child to attend, in that order. Signatures from both principals must be secured before submitting the request to Central Office.

Home School

Class Size(s): _____

Principal Signature: _____ Date: _____

Requested School

Class Size(s): _____

Principal Signature: _____ Date: _____

Central Office

_____ ***Transfer Approved*** Signature: _____

_____ ***Transfer Not Approved***

Revised 12/2018