



In-District Student Transfer Request Form

Please complete this form if you are requesting to transfer your child from one Flagler County School to another within our district. Transfer requests must be verified and approved by Flagler Schools prior to the transfer occurring. Please submit this form to the **New (Transfer) School** with required documentation.

Parent/Guardian Name:

Date:

Student Name:

D.O.B.

Current School:

New (Transfer) School:

Reason for Transfer

- New Address**
Required Documentation: 2 proof of residency documents
- School Choice**
Required Documentation: approved school choice letter
- Return to Home Zoned School**
Required Documentation: 2 proof of residency documents
- Hope Scholarship**
Required Documentation: signed Hope Scholarship notification
- Cluster Program**
Must be approved through an Individual Education Plan team meeting.

Official School Documentation

Column A (check one)	Column B (check one)
<input type="checkbox"/> Current Lease which must have both the tenant and landlord/property manager's signature and contact information	<input type="checkbox"/> Automobile Insurance
<input type="checkbox"/> Deed	<input type="checkbox"/> Automobile Registration
<input type="checkbox"/> Property Tax Bill	<input type="checkbox"/> Bank Account Statement
<input type="checkbox"/> Homestead Exemption Card	<input type="checkbox"/> Credit Card Statement
<input type="checkbox"/> Home Purchase Contract	<input type="checkbox"/> Telephone or Cellular Phone Bill
<input type="checkbox"/> Mortgage Statement	<input type="checkbox"/> Utility Bill

*In the case of shared housing, completion of the **Flagler Schools Affidavit of Shared Housing** form must be notarized (additional documentation will be required).

- School path has been changed and required documentation has been attached and placed in the student's Cumulative file.

Registrar signature: _____

Date: _____