



IN DISTRICT SCHOOL TRANSFER REQUEST – To NCS DIGITAL

I understand that it is my responsibility to ensure prompt and regular attendance. If this transfer is granted, your child will remain @ NCS Digital without reapplying year to year. If you wish to return to the school in your attendance area, you must reapply. The transfer request deadline is June 30th for the upcoming school year and December 1st for second semester. Please note: your student will be required to report in person for all testing and assessments required by the district and the state (the assessment calendar can be found on our website www.newarkcityschools.org). If you are requesting a transfer outside the transfer window, please attach additional information.

School Year _____

(Please Print)

NAME OF CHILD _____

Grade _____

If the child has an IEP please check

If the child has a 504 please check

Assigned School _____

School Requested: NCS DIGITAL

(Please Print)

Parent/Guardian _____

Address _____

Telephone _____

Parent/Guardian Signature _____

OFFICE USE ONLY

Date Received _____

Approved _____

Denied _____

Submit to:

**Superintendent’s Office
Administrative Service Center
621 Mount Vernon Rd
Newark, OH 43055**

Additional Information Attached