

INTRA-DISTRICT OPEN ENROLLMENT

Transfer Request

The transfer of a student in the Northern Local Schools out of his district of residence shall be in accordance with the district's intra-district open enrollment regulations that are attached for your information. Please complete the following form and return it to the District Office. A decision will be reached on this application prior to the beginning of the next school year.

**Northern Local Schools  
Student Request for Building Transfer**

1. Child's name for which transfer is being requested \_\_\_\_\_

2. Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

3. School where child resides \_\_\_\_\_ Grade of Child \_\_\_\_\_

4. School to which request is being made to transfer child \_\_\_\_\_

5. As briefly and as fully as possible, please state reasons for requesting that your child be transferred.

\_\_\_\_\_  
\_\_\_\_\_

6. Have you had a conference with the principal where your child currently attends concerning the reason for the transfer?

\_\_\_\_\_  
Yes

\_\_\_\_\_  
No

7. Is your child currently enrolled in the intra-district open enrollment?

\_\_\_\_\_  
Yes

\_\_\_\_\_  
No

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

**Please return application to:  
Northern Local School District  
8700 Sheridan Road N.W.  
Thornville, Ohio 43076**