INTRADISTRICT STUDENT TRANSFER REQUEST

South St. Paul Public Schools

South St. Paul students are assigned an elementary school based on established attendance boundaries. The intradistrict transfer process for elementary schools provides the opportunity for District 6 families to request to have students attend a school other than the one assigned by attendance boundaries.

Note: If approved, transportation arrangements are the responsibility of the parent/guardian. Transportation will not be provided by the district if your child is approved to attend an elementary school outside of your assigned attendance zone.

STUDENT INFORMATION

Student Name: _____ Grade: _____ School Year: _____

Parent/Guardian Name: _____

Address: _____ Apt # _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email: _____

Attendance School: _____ Request Transfer to: _____

Reason for Request:

☐ Daycare in school attendance area. Daycare address: _____

☐ Sibling attends school. Sibling name(s): _____

☐ Other reason, please explain: _____

_____

Parent/Guardian Signature: _____ Date: _____

When complete, return to Student Information Specialist at enrollsspps@sspps.org

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DISTRICT USE ONLY

Date Recieved: _____ Transfer Request: ☐ Accepted ☐ Denied

Student will be enrolled in: _____

School: _____ Grade: _____ Date: _____

Administrator Signature: _____ Date: _____

Copies of request sent to: ☐ Student Cumulative File ☐ Principal of Attendance School ☐ Principal of Requested School

Rev 3/2025