



TRANSFER REQUEST APPLICATION

Complete and return this application to your child's current school principal. Documentation of student grades, attendance, and discipline must be attached with this application. The application will be forwarded to the Chief Operations Officer for consideration. Incomplete applications will not be processed. If approved, you will be notified of the start date for your child.

At the request of the principal, any student that has committed serious or frequent Code of Conduct violations, has frequent absences and/or excessive tardiness, or does not show appropriate academic progress in the learning environment, will be required to RETURN to their appropriately zoned school.

Name of Student (PRINT): _____

Address: _____

Date of Birth: _____ **Age:** _____

Gender:

- ☐ Female
- ☐ Male
- ☐ Prefer not to disclose

Current School: _____ **Current Grade:** _____

Requested School Name: _____

Check one:

- ☐ This is a request for the 2025-2026 school year.
- ☐ This is a request for immediate transfer.

Reason for requesting transfer to out of zone school:



List of school-age siblings of this applicant:

Name	Assigned School for 2025-2026	Birth Date	Current Grade

Parent/Guardian Signature: _____

Parent/Guardian Name (PRINT): _____ Date: _____

Cell Phone: _____ Work Phone: _____

For school use only:
Date Received: _____
Is there an Intervention Plan in Performance Matters? ____YES ____NO
Date forwarded to Central Office: _____ <input type="checkbox"/> Academic Grades sent <input type="checkbox"/> Attendance records sent <input type="checkbox"/> Discipline records sent
Decision by Principal: ____Approve ____Deny
Decision Date: _____
Decision by Chief Operations Officer: ____Approve ____Deny
Decision Date: _____
<input type="checkbox"/> OEC Change form and copy of approval letter sent to Elizabeth Minter <input type="checkbox"/> Current grades and attendance added to cumulative folder