



Mid Semester Transfer Request - Secondary Schools

If a secondary student (grades 6-12) wishes to transfer classes from in-person to eLearning or transfer schools/programs after the 10th day of school at the start of each semester, then a Mid Semester Transfer Request Form is required to be submitted to the Assistant Superintendent's office for review and determination. The only exceptions to this requirement are: when a family physically moves from one attendance area school to another attendance area school or when a change of placement has been determined by District Administration (such as Special Education or other District Wide Programs). Proof of your residency will be required for a physical move. Requests are not guaranteed and a determination will be made on a case by case basis.

Student Name: _____ **Grade Level:** _____ **Date:** _____

Parent/Guardian Name: _____

Current School/ eLearning Course: _____

School/eLearning Course requesting transfer to: _____

Reason for requested change:

Is your student involved in, or planning to be involved in, any school sports or activities?

YES

NO

High school student athletes who are transferring from one school/ academic program to another may forfeit eligibility for Varsity participation for 365 days. Further information can be found in the [ASAA Handbook](#) or questions can be directed to wayne.sawchuk@k12northstar.org.

Additional information:

- Families must return all district issued devices, textbooks, etc. to their current school prior to the transfer being complete.
- Students who transfer out of a school of choice will forfeit their seat and will be required to re-apply through the online lottery process.

I agree, by signing below, I am indicating that I approve of the requested mid semester transfer and understand the potential consequences regarding eligibility for my student's participation in activities. I am aware that if there are classes that do not transfer from one school to the next, my student may receive a 'WF' if failing the course at the time of the transfer or a 'W' if passing the course at the time of the transfer. I understand that all determinations are made on a case by case basis, and there are no guarantees approval will be granted.

Student's Signature _____ / **Date** _____

Parent/Guardian's Signature _____ / **Date** _____

School District Use Only

Principal's Signature _____ / **Date** _____

Recommended

Not Recommended

Assistant Superintendent's Signature _____ / **Date** _____

Approved

Denied

Comments: _____