



TRANSFER REQUEST APPLICATION

Complete and return this application to the Chief of Schools at the Central Office. Documentation of student grades, attendance, and discipline must be attached with this application. Incomplete applications will not be processed. If approved, you will be notified of the start date for your child.

Transfer Requests will only be accepted during this time window for the 2026/2027 school year:

March 1 - April 1, 2026

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: _____

Reason for requesting transfer to out of zone school:



List of school-age siblings of this applicant:

Name	Assigned School for 2026-2027	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 Chief Operations Officer: ____ Approve ____ Deny
Decision Date: _____
Decision by Principal: ____ 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