Westonka
PUBLIC SCHOOLS

# In-District Transfer Request

*Form due to the school office or district administration building by February 1st*

Today's Date _____ Date Received (office use only)_____

Student's Name_____ Birth Date_____

Student Address_____ City_____ Zip_____

Parent(s) Name_____ Phone_____

Email address _____

School Year_____ Grade_____ Does student have an IEP or 504 Plan? _____

Reason(s) for transfer:

☐ Sibling already attending this school – Student Name _____Grade_____
☐ Parent working in this school
☐ Moved to a new address
☐ Other:_____

**Important things to know:**

- Placement is based on space availability and availability of services.
- *For requests received by 2/1:* If there are more requests than spaces available, a lottery will be held to determine placement. Applicants will be notified by 2/15.
- *For requests received after 2/1:* Requests will be reviewed on a date of receipt basis. Applicants will be notified once placement has been approved or a wait list has been established.
- Transfer will not occur without approval of the building principal

---

***For internal use only:***

☐ Approved
☐ Denied
Date _____
Principal _____
Parent Notified _____
Parent Accept/Decline_____

Independent School District 277
*Educational Service Center* • 5901 Sunnyfield Road East • Minnetrista MN 55364 • p: 952/491-8007 • f: 952/491-8012 • www.westonka.k12.mn.us