



STUDENT TRANSFER REQUEST

Please print legibly and complete all of Section 1. Once complete, the form should be returned to your current school principal. The principal will process the application and forward it to the transfer school principal who will complete that school's portion of the application and then forward the form to the Deputy Superintendent for action. You will be notified by email of the Deputy Superintendent's decision.

Section 1:

Transfer for School Year 20____ - 20____

Student's Name _____ Grade _____

Parent's/Guardian's Name _____

Parent's/Guardian's Email (required) _____

Street Address _____ Apt. # _____

City _____ Zip Code _____ Phone _____

Present School _____ Zoned School _____ Transfer School _____

State your reason(s): _____

Parent/Guardian Signature _____ Date _____

Transfers may be approved if:

- The request is for legitimate health reasons.
- A significant childcare problem exists which can be eased or remedied through such a transfer.
- The student does not have an IEP that specifies he or she be served in a specific school or program.
- Other legitimate and overriding reasons.

***Parent/Guardian must provide transportation. Marietta City Schools DOES NOT provide transportation for transfer students.**

Section 2:

Current School Principal Signature _____ Date _____

*Please include the Transfer Recommendation Form with this Transfer Request Application.

Transfer School Principal Signature _____ Date _____

☐ Application Approved

☐ Application Denied

Deputy Superintendent's Signature _____ Date _____



MCS Enrollment Agreement Choice/Magnet/Employee/Transfer/Tuition Students

Student Information (Please submit one form per student)

Last Name _____ First Name _____ MI _____

Student ID# _____ School _____ School Year 20____ - 20____

Enrollment at a school other than the zoned school to which a student is assigned is a parent option. **Acceptance and Continuation** are based on the parent and student adhering to the following criteria:

Students shall:

- Demonstrate conscientious academic effort by regularly completing assignments and by participating constructively in lessons.
- Attend school regularly and on time. No more than five unexcused absences or tardies during the school year.
- Be a good citizen of the school; having zero out-of-school suspensions and no more than two referrals resulting in in-school-suspension or after school detention.
- Participate in activities related to the instructional theme of the school, if applicable.
- Conform to school dress code, including uniforms; if applicable.

Parents/Guardians shall:

- Provide transportation for their child to and from school and comply with established school drop-off and pick-up times and procedures, with the exception of in district magnet students.
- Ensure that their child is at school every day, on time, unless prevented by illness or other excused absence.
- Maintain up-to-date contact information on file at the school.
- Participate in parent involvement activities at the school.
- Agree to remain at the school for the entire school year unless they relocate outside the Marietta City Schools district.

Specific Criteria for STEAM Magnet students at MCAA, MSGA, and MMS

- My child is to attend school every day, to arrive promptly and to remain throughout scheduled hours. Excessive tardies and/or absences may result in my child being placed on attendance probation and may result in dismissal from the magnet program.
- My child is to adhere to the conduct and discipline policies set forth by the district and school. The inability to follow the rules may result in my child being placed on behavior probation and may result in dismissal from the magnet program.
- I understand that the STEAM magnet program is rigorous, and my child must maintain a 3.0 average in core academic classes. The inability to maintain a 3.0 average will result in my child being placed on academic probation and will result in dismissal from the magnet program.
- Parents are requested to be an active and involved member of the school by participating in parent-teacher conferences, attending events, volunteering, etc.

I have read this *Enrollment Agreement* and hereby agree to comply with the requirements contained therein. I acknowledge by my signature that failure to comply with these requirements may result in my child being unable to continue participating in the Choice/Employee/Transfer/Tuition program at Marietta City Schools.

I understand that after accepting a school placement, future requests will only be granted due to extenuating circumstances, will be limited to placement at the student's zoned school, and will require the approval of the Superintendent or his/her designee.

Parent/Guardian Signature: _____ Date: _____

Last updated 11/5/2025