

# Student Transfer Request

**Directions:** Board Policy 730, states that all students shall attend the school where they reside. If a parent wants to request that Freeport School District consider a student transfer to a school not within the area of attendance this form must be on file. **Proof of residency must be on file.**

The enrollment center will communicate the decision to the requestor and the principals. **Transportation will not be provided unless** there is an existing bus stop along an existing route with room available at the serving the school.

## Child's information:

\_\_\_\_\_

Legal Last Name

\_\_\_\_\_

Legal First Name

\_\_\_\_\_

Entering Grade

## Parent/Guardian information:

\_\_\_\_\_

Legal Last Name

\_\_\_\_\_

Legal First Name

\_\_\_\_\_

Phone number

\_\_\_\_\_

Street Address

\_\_\_\_\_

City

\_\_\_\_\_

Signature

\_\_\_\_\_

Date:

## School information:

\_\_\_\_\_

Current School Attendance Area

\_\_\_\_\_

Requested School

## Criteria for transfer:

- \_\_\_\_\_ I am requesting that my child attend the **school or campus of my employment.**
- \_\_\_\_\_ **Changed address** during the current school year and wish to remain at current school.
- \_\_\_\_\_ **Childcare** is in requesting school boundaries. (Documentation must be provided)
- \_\_\_\_\_ Student wishes to **finish grade band** at current school. (5th grade only)
- \_\_\_\_\_ **Sibling(s)** are attending the requesting school.
- \_\_\_\_\_ Requested **school is within safe walking distance** (1.49 miles and no hazardous crossings)
- \_\_\_\_\_ **Other** (Supporting documentation must be supplied with request.)
- \_\_\_\_\_ **Return** to Home School

**This section is for Enrollment and Transportation Center completion:**

**Approved:** \_\_\_\_\_

Approval of the parental request for child to attend school below for the \_\_\_\_\_ school year.  
School Year

**Declined:** \_\_\_\_\_

Disapproved because one or more of the criteria was not met. (see front side for detail)

**Enrollment & Transportation Center Director**



**Date:**

-----

\_\_\_\_\_