

REDMOND SCHOOL DISTRICT 2J  
145 SE Salmon Avenue  
Redmond, OR 97756  
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**ASSIGNED SCHOOL TRANSFER REQUEST – 2017-2018**

- Within Open Transfer Period (March 1 – April 1 – For the 2017-2018 School Year)  
 Outside Open Transfer Period (After April 1 – For the 2017-2018 School Year)

Student Name \_\_\_\_\_  
Parent(s)/Guardian(s) \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ Zip Code \_\_\_\_\_

Grade in **2017-2018**: \_\_\_\_\_  
Student ID # \_\_\_\_\_  
Birth Date \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Work Phone \_\_\_\_\_  
Sibling Name(s): \_\_\_\_\_  
Grade in 2017-2018 \_\_\_\_\_  
Grade in 2017-2018 \_\_\_\_\_

Request Transfer From \_\_\_\_\_ School \_\_\_\_\_  
To \_\_\_\_\_ School \_\_\_\_\_

**TRANSFER TIMELINES AND GUIDELINES**

**Within Open Transfer Request Period (March 1 - April 1)**

1. The open transfer request period for grades K-12 is open for approximately four weeks, beginning March 1 and ending April 1 **for the following school year**. Transfer requests will typically be processed by May 1 after the open transfer request period closes.
2. All transfer requests will be reviewed based upon availability of space.
3. **Parents/guardians will be responsible for providing transportation for approved transfer students.**
4. Once approved, a transfer ordinarily will remain in effect until the student completes grade K, 5, 8, or 12 (the highest grade at that school). When a student is promoted to a higher level grade outside the assigned school, the student will enroll in the assigned school area in which his/her parents reside unless a new transfer request is submitted and approved.
5. Please refer to **Administrative Regulation JCA-AR** for additional criteria, timeline, notification, and process guidelines.

**Outside Open Transfer Request Period (After April 1)**

1. Parents will complete this form and submit it to their assigned school at least ten days prior to the end of the grading period/semester.
2. Once approved by the principal of the assigned school, the transfer request will be forwarded to the principal of the receiving school for final review and processing.
3. **Parents/guardians will be responsible for providing transportation for approved transfer students.**
4. Once approved, a transfer ordinarily will remain in effect until the student completes grade K, 5, 8, or 12 (the highest grade at that school). When a student is promoted to a higher level grade outside the assigned school, the student will enroll in the assigned school area in which his/her parents reside unless a new transfer request is submitted and approved.
5. Approved transfer requests may be revoked at any time due to excessive absences, tardies or incidents of serious misbehavior.
6. Please refer to **Administrative Regulation JCA-AR** for additional criteria, timeline, notification, and process guidelines.

**Outside Open Transfer Request Period Only (After April 1)**

Reason for Transfer Request – Please be Specific:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only:**

Date Received: \_\_\_\_\_

Date Received: \_\_\_\_\_

Assigned School Principal: \_\_\_\_\_

Receiving School Principal: \_\_\_\_\_

Request Approved

Request Approved

Request Denied

Request Denied

Reason: \_\_\_\_\_

Reason: \_\_\_\_\_