

ASSIGNED SCHOOL TRANSFER REQUEST – 2018-2019

Within Open Transfer Period (March 1 – April 1 – For the 2018-2019 School Year)

Outside Open Transfer Period (After April 1 – For the 2018-2019 School Year)

Student Name _____

Parent(s)/Guardian(s) _____

Street Address _____

City _____

Zip Code _____

Grade in **2018-2019**: _____

Student ID # _____

Birth Date _____

Home Phone _____

Work Phone _____

Sibling Name(s): _____

Request Transfer From _____ School

To _____ School

_____ Grade in 2018-2019 _____

_____ Grade in 2018-2019 _____

_____ Grade in 2018-2019 _____

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: _____