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www.redmondschools.org

2022-2023 ASSIGNED SCHOOL TRANSFER REQUEST

Student Name: _____ Grade in 2022-23: _____

Date of Birth: _____

Parent(s)/Guardian(s): _____

Street Address: _____

City: _____ Zip Code: _____ Phone: _____

Alternative Phone: _____

Sibling Name: _____ Grade in 2022-23: _____

Sibling Name: _____ Grade in 2022-23: _____

Request Transfer From: _____

Request Transfer To: _____

TRANSFER TIMELINES AND GUIDELINES

1. For the following school year, parents are encouraged to submit this form before May 31 of the previous school year. If this transfer is during the current school year, 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 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 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 JECBB-AR** for additional criteria, timeline, notification, and process guidelines.

Reason for Transfer Request (please be specific):

Parent/Guardian Signature: _____ Date: _____

For Official Use Only

Date Received by Current/Boundary School Principal: _____

Request Approved: _____ Request Denied: _____ Reason for Denial: _____

Date Received by Requested School Principal: _____

Request Approved: _____ Request Denied: _____ Reason for Denial: _____

