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www.redmondschools.org

2023-2024 ASSIGNED SCHOOL TRANSFER REQUEST

Student Name: _____ Grade in 2023-24: _____

Date of Birth: _____

Parent(s)/Guardian(s): _____

Street Address: _____

City: _____ Zip Code: _____ Phone: _____

Alternative Phone: _____

Sibling Name: _____ Grade in 2023-24: _____

Sibling Name: _____ Grade in 2023-24: _____

Request Transfer From: _____

Request Transfer To: _____

TRANSFER TIMELINES AND GUIDELINES

1. For the following school year, parents must submit this form before May 31, 2023. Later requests may be considered at the district's discretion. If this transfer is during the 2023-2024 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. **Parents/guardians will be responsible for providing transportation for approved transfer students.**
3. 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 grade level 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.
4. Continuation of the transfer may be denied based on such considerations as space limitations, student behavior, attendance, academic performance or failure to continue an educational program for which the transfer request was originally approved.
5. 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: _____

