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[www.redmondschools.org](http://www.redmondschools.org)

## 2024-2025 ASSIGNED SCHOOL TRANSFER REQUEST

Student Name: \_\_\_\_\_ Grade in 2024-25: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Parent(s)/Guardian(s): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Alternative Phone: \_\_\_\_\_

Sibling Name: \_\_\_\_\_ Grade in 2024-25: \_\_\_\_\_

Sibling Name: \_\_\_\_\_ Grade in 2024-25: \_\_\_\_\_

Request Transfer From: \_\_\_\_\_

Request Transfer To: \_\_\_\_\_

### TRANSFER TIMELINES AND GUIDELINES

1. For the following school year, parents must submit this form before May 31, 2024. Later requests may be considered at the district's discretion. If this transfer is during the 2024-2025 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: \_\_\_\_\_

\_\_\_\_\_  
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