# School District Transfer Request

**Purpose:** This form is used by parents or legal guardians to request a student transfer between public school districts. A valid reason must be provided and approval is contingent upon district policies.

## Student Information

|  |  |  |
| --- | --- | --- |
| **Full Name** | **Date of Birth** | **Current Grade** |
| {studentFullName} | {studentDOB} | {studentGrade} |

## Parent/Guardian Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Relationship to Student** | **Contact Number** | **Email Address** |
| {guardianName} | {guardianRelationship} | {guardianPhone} | {guardianEmail} |

## Current School Details

|  |  |  |
| --- | --- | --- |
| **District Name** | **School Name** | **Address** |
| {currentDistrict} | {currentSchool} | {currentSchoolAddress} |

## Requested Transfer School Details

|  |  |  |
| --- | --- | --- |
| **New District Name** | **New School Name** | **Address** |
| {requestedDistrict} | {requestedSchool} | {requestedSchoolAddress} |

## Reason for Transfer

{transferReason}

## Supporting Documents

Please review the following documents submitted with this transfer request:

{#supportingDocuments}

* {documentName}

{/supportingDocuments}

## Transportation

{^needsTransportation}**Note:** Applicant *does not* require district-provided transportation.

{#needsTransportation}**Note:** Applicant *does* request district-provided transportation.

* Pickup Address: {pickupAddress}
* Drop-off Address: {dropoffAddress}

{/needsTransportation}

## Consent and Acknowledgement

I acknowledge that submission of this form does not guarantee approval of the transfer request. I understand that decisions are based on policies, capacity, and other factors.

**Signature of Parent/Guardian:** {guardianSignature}

**Date:** {submissionDate}