



In-District Transfer / School Choice Application

Date		Current School Yr	
Student Last Name		Student First Name	
Current Grade		Date of Birth	
Student ID		Home Phone	
Parent/Guardian Last Name		Parent/Guardian First Name	
Address		City	
Zip		E-Mail Address	
Does your child have an IEP?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is your child enrolled in English Language Learner (ELL) program:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Our attendance area school is (based on our home address):			
The school our child is currently attending is:			
The school we are requesting our child attend is:			
Does the student have siblings at the requested school?			
If yes, what is the siblings name at the requested school?			
We are requesting the transfer for the following reason (attach separate page if needed):			
If this request is granted, we (parent/guardian) agree to provide transportation and understand that habitual absence, tardiness, unsatisfactory conduct or falsification of information on this request is cause for revocation of the assignment.			(Please initial)
We understand that if approved, this transfer applies only to the student listed on this form. Siblings are not included with this request or approval.			(Please initial)
We understand that approval of this transfer may affect high school athletic eligibility. Athletic eligibility for students in grades 9-12 who transfer during the year will have their eligibility determined in accordance with WIAA conference and district practices. Families should be aware that such transfers may result in ineligibility for the current or next athletic season.			(Please initial)
Parent Signature:		Student Signature:	
Current School Principal Complete this Section (Principal of School Child is Currently Attending)			
1. Appropriate enrollment/class ratios can be maintained.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
2. Special Education/ELL options/numbers can be maintained.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
3. Are financial accounts settled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
4. Is any disciplinary action pending?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
5. Remarks? (if denied, explain)			
<input type="checkbox"/> Transfer Approved	<input type="checkbox"/> Transfer Denied	Principal's Signature:	
Receiving School Principal Complete this Section (Principal of School to Which a Transfer is Requested)			
1. Appropriate enrollment/class ratios can be maintained.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
2. Special Education/ELL options/numbers can be maintained.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
3. Are financial accounts settled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
4. Is any disciplinary action pending?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
5. Remarks? (if denied, explain)			
<input type="checkbox"/> Transfer Approved	<input type="checkbox"/> Transfer Denied	Principal's Signature:	

Board of Education Policy: A transfer must be on file with the current/attendance area school principal no later than March 1st. Approval or denial of the request will normally be made by July 1st. **NOTE: Legal Guardianship is established by court action.**

Date Received:		Time Received:		Received By:	
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