

Hardship Student Transfer Request for School Year 2023-2024

Transfer requests will be accepted from parents/legal guardians February 1st through February 28th. Unless extenuating circumstances exist, February 28th will be the last day the district will accept transfer application for the upcoming school year. Transfer requests received after February 28th may not be approved due to staffing decisions that have been made and students will be enrolled in their zoned school by the district.

Transfer request criteria as stated in district policy *Administrative Rule JCA-R* include:

- ³ Childcare issues for elementary and middle school students. Approval based on documentation of severely limited availability of childcare.
 - ³ Completion of last grade level at previously assigned school. Applies to students completing the 5th, 8th, 11th, or 12th grade only.
 - ³ Extraordinary circumstances involving sudden traumatic family situations.
 - ³ Due to school capacity limitations, requests based on convenience, distance to a school, or conflicts within the current school environment are not included in policy criteria and will not be approved.
- After informed of an approved transfer, parent/guardian is expected to contact the assigned school to enroll student.**

Hardship Student Transfer Request for School Year 2023-2024

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Student Name _____ 2023-24 Grade Level _____
Last First Middle

Parent/Legal Guard.: _____ Home/Cell Ph. _____ Work Ph. _____

Primary Email Address (Please Print): _____

Are you the student's parent? Yes ___ No ___ If No, are you the Court Appointed Guardian? Yes ___ No ___; **If No, contact the Office of Student Services to complete an Attendance Affidavit.** Transfer requests are only accepted from the parent/legal guardian or caregiver with 2023-24 Attendance Affidavit on file in the Office of Student Services

Current Street Address: _____ City _____ Zip _____

If this request is due to a move to a different school zone, provide your prior address below:

Prior Street Address: _____ Date Moved: _____

Previous School in 2022-23	Zone School for 2023-24	

You must specify a reason(s) for this request in the space below. It must apply to policy criteria as listed on the front of this form.
