



Request for Student Transfer Jacksonville School District 117

In accordance with [Board Policy 7:30](#) students may only be allowed to transfer for:

- Student educational needs
- Student health needs
- Student safety

Students will not be allowed to transfer for issues such as:

- Before and after school childcare arrangements
- Family convenience

If this request is approved, it is important to realize the following:

- *Request for Student Transfer* under Board Policy 7:30 must be renewed annually. There is no guarantee that requests will be granted from one year to the next.
- Students must maintain good attendance, be punctual when arriving and leaving each day, and exhibit appropriate behaviors at all times. Multiple unexcused absences and/or tardies will result in the revocation of the transfer.
- Transportation to and from school is the responsibility of the parent.
- Parent must fulfill requirement to attend Parent-Teacher Conferences.

**** This form must be completed in entirety. Reasons must be legitimate and in accordance with Board Policy 7:30. Official evidence supporting the transfer request must be attached. Additional pages may be attached if needed to provide a complete rationale for the request.**

Request is for the 20____ - 20____ School Year.

Student Name: _____ Student Grade: _____

Student Name: _____ Student Grade: _____

Student Name: _____ Student Grade: _____

Custodial Parent(s) Name: _____

Home Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Request Transfer From: _____ To: _____
(Attendance Area School) (Requested School)

Reason for Request: _____

Date: _____ Custodial Parent/Guardian Signature: _____

If applicable, is a non-custodial parent aware of the request for transfer? _____ Yes _____ No

Approved: _____ Denied: _____

Comments: _____

Date: _____ Superintendent/Designee Signature: _____