



An Innovative District Delivering Educational Excellence

2022-2023 School Year In-District Transfer Request

Form due to the school office or district administration building by Feb. 1, 2022

Today's Date _____ Date Received (office use only) _____

Student's Name _____ Birth Date _____

Student Address _____ City _____ Zip _____

Parent(s) Name _____ Phone _____

Email address _____

Grade for 2022-2023 School Year _____ Does student have an IEP or 504 Plan? _____

Reason(s) for transfer:

- Sibling already attending this school – Student Name _____ Grade _____
- Parent working in this school
- Moved to a new address
- Other: _____

Important things to know:

- Placement is based on space availability and availability of services.
- *For requests received by 2/1/22:* If there are more requests than spaces available, a lottery will be held to determine placement. Applicants will be notified by 2/15/22.
- *For requests received after 2/1/22:* Requests will be reviewed on a date of receipt basis. Applicants will be notified once placement has been approved or a wait list has been established.
- Transfer will not occur without approval of the building principal

For internal use only:

- Approved
- Denied
- Date _____
- Principal _____
- Parent Notified _____
- Parent Accept/Decline _____

Independent School District 277