



To complete this form electronically, it must be opened in Adobe Reader!

Intra-District Transfer Request

School-to-School within Arlington School Dist.

For the school year: [] Grade: []

Please complete Sections I, II, & III and sign this form. This information will be used in part to determine whether or not your child can be transferred to a school different from the one that serves your residential area. Once a student is accepted at a school not within his/her residential attendance area, he/she may continue to attend that school annually, including attending the feeder middle school.

SECTION 1

Student name [] Date []

Address []

Home phone [] Work phone [] Cell phone []

Neighborhood school: [] Eagle Creek [] Kent Prairie [] Pioneer [] Presidents [] Haller [] Post

Requested school: [] Eagle Creek [] Kent Prairie [] Pioneer [] Presidents [] Haller [] Post

Current school: [] Current teacher: [] Current grade: []

List the reason(s) why you think your child should be transferred to a different school. []

SECTION II Please indicate whether you have had contact with the following people regarding this request:

Teacher [] Yes [] No Building Counselor [] Yes [] No
Principal [] Yes [] No Assistant Principal [] Yes [] No

Please list the results of the meeting(s) with anyone listed above. []

SECTION III All approved transfers must conform to current District Policy #3130 and Procedure #3130P.

This transfer request is for: [] financial reasons [] educational reasons [] health reasons [] Other []

Parent/Guardian Signature X Date []

SECTION IV After conferences have been held by the parent and the appropriate school personnel, a final determination will be made concerning the transfer based on these criteria:
1. Will there be a disruption to the student's established learning program? [] Yes [] No
2. Will established neighborhood groupings be affected? [] Yes [] No
3. Will brothers and sisters be at the same school? [] Yes [] No
4. Will there be available classroom space for the transfer? [] Yes [] No
5. Does the family have a transportation plan for the student? [] Yes [] No
The request for the transfer [] will [] will not be granted for these reason(s): []
Principal's Signature X Releasing School Date []
Principal's Signature X Accepting School Date []
[] There are attachments to this form. [] There are no attachments to this form.

Copies: 1) Building Principal of Releasing School 2) Building Principal of Accepting School 3) Parent 4) Admin Office (S. Shoemaker)