



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 I

Student name Date

Address

Home phone Work phone Cell phone

- Neighborhood school: Eagle Creek Kent Prairie Pioneer Presidents Haller Post AHS
- Current school: Eagle Creek Kent Prairie Pioneer Presidents Haller Post AHS Weston SVLC
- Requested school: Eagle Creek Kent Prairie Pioneer Presidents Haller Post AHS Weston SVLC

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:

- Will there be a disruption to the student's established learning program? Yes No
- Will established neighborhood groupings be affected? Yes No
- Will brothers and sisters be at the same school? Yes No
- Will there be available classroom space for the transfer? Yes No
- 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 Date
Releasing School

Principal's Signature X Date
Accepting School

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)