

## Hardship Student Transfer Request for School Year 2023-2024

*Transfer requests will be accepted from parents/legal guardians February 1<sup>st</sup> through February 28<sup>th</sup>. Unless extenuating circumstances exist, February 28<sup>th</sup> will be the last day the district will accept transfer application for the upcoming school year. Transfer requests received after February 28<sup>th</sup> 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:**

- <sup>3</sup> Childcare issues for elementary and middle school students. Approval based on documentation of severely limited availability of childcare.
  - <sup>3</sup> Completion of last grade level at previously assigned school. Applies to students completing the 5<sup>th</sup>, 8<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade only.
  - <sup>3</sup> Extraordinary circumstances involving sudden traumatic family situations.
  - <sup>3</sup> 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: \_\_\_\_\_

<b>Previous School in 2022-23</b>	<b>Zone School for 2023-24</b>	

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.

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