

ISD 622 Intra-District School Transfer Form

Note: In case of limited space, transfers for day care need will be honored first followed by those demonstrating educational reasons and those with the earliest dates.

Student Name: School Year:

Street Address:

City: State: Zip Code: Phone:

Date of Birth: Has student been receiving Special Education Services?

E-mail:

Transfer Year Requested Grade Requested Home School:

School student wishes to attend: **Note:** Home School is school student would normally attend this year

Reason for transfer request Academic Personal Family Daycare* Other

Please explain
(*If for daycare, please give
address of daycare provider)

I understand that I am responsible for transporting my child to the school or the closest bus stop serving the school that he/she wishes to attend - providing the transportation department approves.

Parent/Guardian - please print

Signature of parent/guardian

Date

We appreciate your cooperation with this matter as intra-district transfer requests are final and not subject to appeal.

DO NOT WRITE BELOW - FOR OFFICE USE ONLY

Request Approved:

Special Conditions:

- Parent/Guardian is responsible for on-time transportation before and after school.
- Parent/Guardian is responsible for calling health office if student is out sick.
- Student must adhere to behavior expectations.

Request Denied:

Reason for
Approval/Denial:

Signature of RECEIVING SCHOOL Principal

Signature of HOME SCHOOL Principal

Signature of ASSISTANT SUPERINTENDENT

Note: Return signed original to the Enrollment Center for distribution. Copies will go to:

Receiving School Principal Home School Principal Parent/Student

Effective Date:

By submitting this request, I understand:

1. District approved guidelines pertaining to intra-district transfers.
2. The student/parent/guardian is responsible for providing transportation.
3. Minnesota State High School League rules relative to participation in varsity sports.

This transfer, if approved, will be on a continuing basis at the school you are requesting.
Notification regarding approval or denial will be provided in writing via email or U.S. mail.