



IN DISTRICT TRANSFER FORM

Student Name:

_____ Last Name _____ First Name _____ Middle Name

School Year: 20__ / 20__

Student's Grade: _____
(for above year)

Parent/Guardian Name: _____

Home Address: _____

Circle School Area for Home Address: Edgewood Five Hawks Westwood Grainwood Glendale Jeffers Pond Redtail Ridge

Home Phone: _____ **Work Phone** _____ **Email Address:** _____

Present School Attending (Circle One):

- Edgewood Five Hawks
- Westwood Grainwood
- Glendale Jeffers Pond
- Redtail Ridge

Elementary School Requested to Attend (Please rank in order of your preference 1-3, with 1 being the first choice):

- _____ Five Hawks (K-5) _____ Jeffers Pond (K-5)
- _____ WestWood (K-5) _____ Grainwood (K-5)
- _____ Glendale (K-5) _____ Edgewood (AM) K-1/2 day
- _____ Redtail Ridge (K-5) _____ Edgewood (PM) K-1/2 day

Please fill in A or B below:

A. If this request is for day care reasons, please list the day care address:

NOTE: Transportation to daycare is provided when within the requested school's attendance area.

B. If this request is for non-day care reasons, please list the reason:

NOTE: Parents are responsible for providing transportation when their residence lies outside the neighborhood school boundaries.

Parent/Guardian Signature:

District Use Only:

Present School Area Principal Approval: _____ **Date:** _____

Requested School Area Principal Approval: _____ **Date:** _____

White – Present School Copy
Yellow - Requested School Copy
Pink - Transportation Copy
Gold - Parent/Guardian Copy

Please return form to any Prior Lake-Savage Area School office by April 1st or August 1st.

PROCEDURES FOR IN-DISTRICT TRANSFERS

Parent(s)/Guardians:

1. Pick up forms at any elementary school or the District Services Center
2. Fill out form completely
3. Return form to the elementary school principal at the school which the child currently attends or the District Services Center.

Timelines for Requesting an In-District Transfer

1. Transfers may be submitted at any time. However, requests are acted upon twice annually: *April 15th and August 15th*. Parents will be notified of the decision once final.
2. Requests by families who move into the district during the school year will be acted upon at the time of registration.
3. Emergencies and/or significant changes in family status (e.g., divorce, moving, financial circumstances, day care closings) that occur during the school year will be considered on a case by case basis.

Duration of Transfer Request

1. Transfer approvals will remain in effect until and unless a subsequent transfer request is approved.
2. The district reserves the right to terminate a transfer agreement.

Considerations Used for Approval (in order of priority)

1. Space Available (class size)
2. Day Care
3. Siblings
4. Unique Situations (student/family needs)