

RIVERVIEW GARDENS

SCHOOL DISTRICT

INTRA-DISTRICT TRANSFER APPLICATION

Student's Legal Name: _____	Birthdate: _____
Parent/Guardian Name: _____	
Present Address: _____	
	(City) (State) (Zip Code)
Home Phone: _____	Work Phone: _____ Cell Phone: _____

Current Home School: _____	Current Grade: _____
Requested School: _____	School Year: _____

Transfer Request

In accordance with RGSD Board Policy JCB, the Board will establish attendance areas for all of the district's schools, and for students who live within an attendance area. A student or his or her parent/guardian may submit a request to transfer the student to a different district school.

Transfer requests must be submitted to the district school prior to the beginning of the new semester and will be contingent on available space and eligibility as determined by the district. Once a student has begun attendance at a school, he or she cannot transfer to another school until the next semester begins unless the student's residence changes to a new attendance area or unless otherwise required by law.

Transportation will not be provided to students transferring to schools outside the student's attendance area unless required by law.

Specific Reasons/Basis for Request to Transfer

- Recently moved and would like to have student remain at school currently attending
- Hardship: letter specifying hardship required from psychologist, psychiatrist, social worker or physician
- Educational program that are unique and special and do not exist at the student's home school, excluding extra-curricular activities.
- Other, Please specify: _____

Guidelines for Intra-District Transfer

- Only one (1) intra-district transfer per child/school year.
- If there is a change in address in the course of the school year, the parent must fill out an in-district transfer application to request that their student remain at the school until the end of the school year.
- Transportation will be the responsibility of the parent/guardian of the child on any in-district transfer.
- In-district transfers will be reviewed at the semester and may be denied due to overcrowded conditions, unsatisfactory attendance (including tardies and leaving campus early), or unsatisfactory behavior.
- Providing false information may cause this transfer to be revoked immediately.
- An in-district transfer, unless revoked, will expire at the end of a student's 5th and/or 8th grade academic school year.

Parent Acknowledgment & Signature

I verify that the above information is a true and accurate account of my residential status. I understand that fraudulent and misrepresentation of the above will be grounds for denial of my student's enrollment at the requested school. My signature below indicates that I have read this statement and understand the conditions, which apply to the intra-district transfer process.

Parent/Guardian Signature: _____ Date: _____

FOR DISTRICT OFFICE USE ONLY

___ Approved ___ Hold ___ Denied* ___ *Lack of Space ___ *Behavior ___ *Attendance

(Authorized by Assistant Superintendent) (Date)

Parent and Schools Notified by the Office of Student Support Services:
___ Mail ___ Phone ___ in Person ___ Left Message