ANNUAL REQUEST FOR IN-DISTRICT STUDENT TRANSFER

Parents and/or Guardians interested in pursuing an in-district transfer for their student from one school to another within the North Newton School Corporation must complete this "Annual Request for In-District Student Transfer" form before registration. The Corporation will attempt to accommodate parent/guardian requests, provided the addition of the student to the transferring school does not negatively impact class size, and is in the best interest of the student and the students at the receiving school. If, during the course of the school year, the class size at the receiving school increases beyond capacity, or there are other changes at that school that would negatively affect the students, the in-district transfer student may have to return to their home school. This request is an annual request and should be completed by June 1st of each year.

Date of Request:_____

Student's Name:_____

Student's Date of Birth:_____ Grade:_____

Home School:_____ Transferring to School:_____

Parent/Guardian Name:_____

Parent/Guardian Address:_____

Guardian 1 Ph. Number:_____ Guardian 2 Ph. Number:_____

Reason for request:_____

_____

OFFICE USE ONLY

Home Principal, please confirm the information in this transfer request is correct.
Sign, date, and mark whether this request has been approved or only acknowledged.

_____*Transfer Approved* _____*Transfer Acknowledged*

*Comments:*_____

_____ _____

Home Principal's Signature ***Date***

Transferring Principal, please review this transfer request. Sign, date, and mark whether it is approved or denied.

_____*Transfer Approved* _____*Transfer Denied*

*Comments:*_____

_____ _____

Transferring Principal's Signature ***Date***

Superintendent Review _____*Transfer Approved* _____*Transfer Denied*

_____ _____

Superintendent's Signature ***Date***