



## WEST VALLEY SCHOOL DISTRICT INTRA-DISTRICT TRANSFER REQUEST

All requests for intra-district transfer must be coordinated with the building principals at both your currently assigned school and the school to which the student seeks to transfer.

Date: \_\_\_\_\_

Student name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Grade Level: \_\_\_\_\_ School Year: \_\_\_\_\_

Boundary assigned school: \_\_\_\_\_

School to which student is requesting transfer: \_\_\_\_\_

Period of time for which transfer is requested: \_\_\_\_\_

In the space below, identify the basis for the request and the specific reason for this transfer request. Please provide as much information as possible, attaching supporting documentation as needed.

1. \_\_\_\_\_ A financial, educational, safety or health condition affecting the student would be reasonably improved as a result of the transfer; or
2. \_\_\_\_\_ Attendance at the school requested is more accessible to the parent's place of work or to the location of childcare; or
3. \_\_\_\_\_ There is some other special hardship or detrimental condition affecting the student or the student's immediate family which would be alleviated as a result of the transfer.  
Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In addition to the foregoing, any intra-district transfer must be in compliance with all other district policies including those relating to student attendance, academic standards and class size.

Upon approval of this transfer request, the parent or guardian assumes responsibility for on-time transportation to and from school.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Agreement:**

If this request is approved, I understand that the student named above will be subject to and will comply fully with the same school rules and regulations as other students. It is understood that we, as parents, must assume responsibility for adequate transportation and supervision to and from school. Students are required to have: (Parents need to initial the following)

- \_\_\_\_\_ Prompt and regular attendance/No excessive absences or tardies
- \_\_\_\_\_ Positive academic achievement/Effort toward quality work
- \_\_\_\_\_ No behavioral issues that result in suspension from school

I further understand that failure to comply may result in withdrawal of permission to attend the non-resident school.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal/Designee

\_\_\_\_\_  
Date

**Certification of Acceptance by Gaining School**

Space is available in the grade level or classes at the building in which the student desires to be enrolled;

Appropriate educational programs or services are available to improve the student's condition as stated in requesting transfer from his or her assigned building; and

The student's attendance at the school is not likely to create a risk to the health or safety of other students or staff.

Approved by: \_\_\_\_\_

Gaining School Principal

**Action of Boundary Assigned School**

Request for transfer meets district criteria #: \_\_\_\_\_

Transfer is granted for the school year: \_\_\_\_\_

Approved by: \_\_\_\_\_

Assigned School Principal

Your request for transfer has been denied for the following reason(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Assigned School Principal: