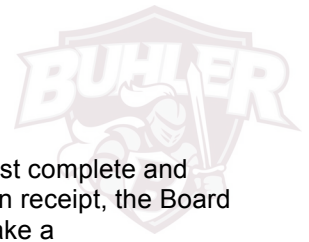


REQUEST FOR ELEMENTARY INTRA-DISTRICT TRANSFER

(Please complete one form for each child)



To be considered for an intra-district transfer within Buhler USD 313, the parent or legal guardian must complete and submit to the Board of Education office a "Request for Elementary Intra-District Transfer Form." Upon receipt, the Board of Education office will forward the application to the Principal of both schools. The Principals will make a recommendation to the Superintendent (or designee) for his/her consideration.

This form, which is available at all schools, must be submitted by June 1st. Requests for intra-district transfers will not be considered after June 1st for the following academic year.

Assigned Attendance Center – refers to the school assigned based on the Buhler USD 313 boundaries.
Requested Attendance Center – refers to the school a family would like to have their child attend.

ASSIGNED ATTENDANCE CENTER: (Please check the school you are assigned to attend)

Buhler Grade School Plum Creek Elementary Union Valley Elementary

REQUESTED ATTENDANCE CENTER: (Please check the school you are requesting to attend)

Buhler Grade School Plum Creek Elementary Union Valley Elementary

We understand our family is responsible for transportation to the requested attendance center.

Name of Student: _____

Gender: M F This fall our child will be entering the _____ grade Birthdate: _____

Name of Parent or Guardian: _____

Current Address: _____

Cell/Home Phone: _____ Work Phone: _____

Reason(s) for requesting transfer: (please continue on back of form if necessary)

Administration reserves the right to revoke an intra-district transfer based on unsatisfactory attendance, behavior, academic performance or excessive enrollment.

Provision of this policy shall be applied uniformly to all students regardless of race, color, national origin, sex, religion, disability or age.

FOR OFFICE USE ONLY

Administrative Team Recommendation: Yes No

Superintendent Recommendation: Yes No

Date: _____

