Forest Grove School District Form **IN-DISTRICT TRANSFER REQUEST**

(Please Submit completed, original, signed form to the office of the school you wish to attend)

Date:	Student's Legal Name (first, last):		
Present Address (including apartment number)		City/Zip	Phone:
School Year: **2018-19**	Grade for 2018-2019:	Student ID Number:	
Home School (school student SHOULD attend)		Requested School: Student Currently attends this school ☐ Yes ☐ No	

1. **Is student on an IEP?** ☐ **Yes** ☐ **No** 2. **Does student receive/Need ESL Services:** ☐ **Yes** ☐ **No**

3. **Is student receiving special district transportation?** ☐ **Yes** ☐ **No**

If yes to questions 1 or 3, please forward request to the Director of Special Programs.

☐ Approved ☐ Denied _____ _____

Director of Special Programs Date

PLEASE READ

This form is to be used only by residents of the Forest Grove School District for grades K-6

It is the District's intent that students attend school in the attendance area in which their parents or legal guardians reside. This expectation is based on the premise that educational programs and opportunities within the District's schools are comparable and that the instruction benefits to be gained by changing schools will be minimal. Requests for in-district transfers will be reviewed using the criteria outlined in District policy JECC/JECC.AR and based upon space and resource availability.

Reason for Transfer Request:

_____

Keep in mind: **District transportation will not be provided through this in-district transfer process.**

STATEMENT OF PARENT OR GUARDIAN

I have read and understate the terms and conditions for a transfer. If approved, I agree to assume all transportation needs of my student during the period of time covered by this request.

Signature _____ ☐ Parent ☐ Guardian

Print Name _____

If request is related to child care, provide name, address and phone number of child care provider

For Office Use Only

RECEIVING SCHOOL:

Approved ☐ Denied ☐ Notes: _____

_____ _____

Principals Signature Date

Copy to: Parent/Guardian ☐ Home School ☐ Data Base Updated ☐