

FRANKLIN PIERCE SCHOOLS
With-In District Student Transfer Form

Use Blue or Black ink only

ONE STUDENT PER SHEET PLEASE

Name of Student: _____ Grade: _____ Birthdate: _____
Parent/Guardian Name: _____ Phone: (Home) _____ (Work) _____
Address: _____ City: _____ Zip: _____
Sending School: _____ Receiving School: _____ School Year: 20 - 20

**ALL WITH-IN DISTRICT TRANSFER AGREEMENTS ARE VALID FOR ONE SCHOOL YEAR ONLY*
AND WILL NOT BE VALID AFTER JUNE 30 OF THE CURRENT SCHOOL YEAR.**

Reasons for Which Transfers May be Granted: (From Policy 3131)

- A. A financial, educational, safety, or health condition affecting the student would be reasonably improved as a result of the transfer;
- B. Attendance at another school in the district is more accessible to the parent's place of work or to the location of child care; or
- C. 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.
- D. If the student is a child of a full-time certificated or classified school employee unless:
 - a. The student has a history of convictions, violent or disruptive behavior, or gang membership;
 - b. The student has been expelled or suspended from school for more than ten consecutive days; or
 - c. The student displaces a child who is a resident of the district.

Note: A student who moves to a new attendance area in the district during the school year may elect to transfer at the time of the move or at the end of the semester or grading period. For a high school sophomore or junior, transfers may only be approved to coincide with the beginning of a new grading period. A senior may elect to finish the school year without transferring to a new school, but must declare his or her preference prior to the beginning of the last semester.

Reason for Request (Reason must be consistent with one of the above reasons): _____

Requested by: _____
Signature of Parent/Guardian Date

***Note to Parent/Guardian:** Regular, on-time attendance is expected of a student granted an in-district transfer. Therefore, the district reserves the right to rescind its approval of an in-district transfer anytime the student shows a pattern of frequent absence and/or tardiness.

For Office Use Only

<input type="radio"/> Approved <input type="radio"/> Denied	Principal - Sending School	Basis	Date
<input type="radio"/> Approved <input type="radio"/> Denied	Principal - Receiving School	Basis	Date
<input type="radio"/> Approved <input type="radio"/> Denied	Assistant Superintendent, K-12		Date

Conditions _____
