

# Administrative Transfer Form

Policy JCA/JFB and JCA/JFB-R

Student: \_\_\_\_\_  
Last Name First Name Middle Name Grade Level: \_\_\_\_\_  
Current

Home Address: \_\_\_\_\_  
Street Number/Name City Zip Code

Mailing Address: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_  
 Evening Phone: \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_

Current School: \_\_\_\_\_

School of Residence: \_\_\_\_\_ County of Residence: \_\_\_\_\_

School to which the student would like to transfer: \_\_\_\_\_

Please indicate reason for this request: \_\_\_\_\_

I understand and agree that approval of this Administrative Transfer:

1. Will be a **temporary placement**, for one school year only or for the remainder of the current school year if the transfer occurs after the beginning of any school year, and not a permanent placement;
2. Will be contingent upon and in consideration of:
  - a. The student's commitment to attending all classes on a regular basis;
  - b. The student's ability to maintain passing grades in all classes;
  - c. The student's capacity to behave in a manner which is consistent with District's and school's expectations; and,
3. Will be revoked if my daughter/son fails to meet any one of the previous expectations. My daughter's/son's non-compliance will then result in her/his transfer back to her/his "Assigned School" at the end of the grading term in which the violation occurs.
4. **High School Only Note:** A student who transfers to a different high school without a bona fide move over the summer will have restricted eligibility for the first 50% of the season in the upcoming school year in those sports in which they participated during the calendar year preceding the transfer.

By signing this document, I signify that I fully understand the conditions as previously set forth in this **Administrative Transfer**. Furthermore, I acknowledge that this transfer, if approved, is a **temporary assignment** of my daughter/son to the previously identified school. Parents once you have completed and signed this application you are to **return it to the principal at your current school for further processing.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For District Use Only:

<p><b>Sending School's Principal</b></p>  <p>_____  <small>Signature Date</small></p>	<p><b>Receiving School's Principal:</b></p>  <p>_____  <small>Signature Date</small></p>
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