Student Transfer Request Form

(For ES use to request a transfer of students from their ES Advisor)

(One form per family)

Directions:

ESs: Mail, fax, or e-mail request to your assigned ES Advisor, and if approved they will e-mail the office.

ES No._____ ES Name_____. Date Submitted: _____

Student Number:	Student Name:	Student Grade	Parent Code:
1.			
2.			
3.			
4.			
5.			

New family Address and/or Phone: _____

Type of Transfer requested:

- ❑Only complete a transfer for this student when a replacement student is available in my service area.
- ❑Emergency Transfer: the student has moved out of my area and I am unable to service him/her.
- ❑RSP/ES Transfer requested: I will serve the student until notified a transfer has occurred.
- ❑Regular transfer, No restrictions: I will serve the student until notified that a transfer has occurred

ES's reason for requesting a regular transfer:

_____

Additional helpful information about this family's needs so that an appropriate ES can be assigned:

_____

Transfer the above Student/s from:

_____. to _____

ES Code ES Name ES Code ES Name **(Optional)**

Last Attendance date with transferring ES: _____.

(ES: leave blank if the "Transfer to" ES is blank)

Terms and Conditions:

1. Transfer Date = the **LAST** date of attendance with the current ES.
2. Effective Date of Student Transfer = the **First day with the "new" ES**.
3. Within **5 workdays** of the Student Transfer Date, the final Learning Record, Attendance Form, and Report Card generated by the previously assigned ES must be completed and sent.
4. All other required records shall be submitted within 20 **days from the Effective Date of Student Transfer.** Refer to the *Drop/Transfer Checklist* and/or the ES Handbook for more information.