

Student Transfer Request

Directions: Board Policy 730, states that all students shall attend the school where they reside. If a parent wants to request that Freeport School District consider a student transfer to a school not within the area of attendance this form must be on file. **Proof of residency must be on file.**

The enrollment center will communicate the decision to the requestor and the principals. **Transportation will not be provided unless** there is an existing bus stop along an existing route with room available at the serving the school.

Child's information:

Legal Last Name

Legal First Name

Entering Grade

Parent/Guardian information:

Legal Last Name

Legal First Name

Phone number

Street Address

City



Signature

Date:

School information:

Current School Attendance Area

Requested School

Criteria for transfer:

- _____ I am requesting that my child attend the **school or campus of my employment.**
- _____ **Changed address** during the current school year and wish to remain at current school.
- _____ **Childcare** is in requesting school boundaries. (Documentation must be provided)
- _____ Student wishes to **finish grade band** at current school. (5th grade only)
- _____ **Sibling(s)** are attending the requesting school.
- _____ Requested **school is within safe walking distance** (1.49 miles and no hazardous crossings)
- _____ **Other** (Supporting documentation must be supplied with request.)

This section is for Enrollment and Transportation Center completion:

Approved: _____

Approval of the parental request for child to attend school below for the _____ school year.
School Year

Declined: _____

Disapproved because one or more of the criteria was not met. (see front side for detail)

Enrollment & Transportation Center Director 

Date:
