2014–2015
NEW ALBANY FLOYD COUNTY CONSOLIDATED SCHOOL CORPORATION
REQUEST FOR STUDENT TRANSFER

Student Name:_____/_____/_____/_____
(Please Print) First Name M. Initial Last Name Birth Date

_____City:_____County:_____/_____/_____
(Where child resides) State Zip Code

Parent/Guardian:_____/_____ (_____)_____/_____
First Name Last Name Area Home Phone Cell Phone

Parent/guardian place of employment:_____ Phone#_____

TRANSFER INFORMATION

Date transfer requested:_____ Grade_____ Did student have transfer last year? **(CIRCLE ONE)** YES NO
2014-15

In what school building was student last enrolled?	What school building are you currently assigned for 2014-15?	Requesting a transfer to what school building?
_____	_____	_____

Have you had any disciplinary/attendance issues from previous school? No_____ Yes_____ (explain on reverse side)

I hereby certify that the information submitted is accurate and I understand and accept the conditions and limitations under which this transfer is granted. I also certify that if this Transfer Request form is signed by one of two parents or guardians, it is with the knowledge and agreement of the other parent or guardian to the conditions and limitations under which this transfer is granted. **I understand that transportation is not provided and it is my responsibility to get my student to school on time each day.**

_____ _____
Parent/Guardian Signature **Date**

FOR OFFICE USE ONLY

TRANSFER APPROVED ☐

TRANSFER DENIED ☐

Sibling(s) requesting transfer:	Grade:
_____	_____
_____	_____

_____ _____
Signature of Director Date

_____ _____
Signature of Superintendent/Designee Date

(Complete reverse side)

REASON FOR TRANSFER REQUEST (Check ☑ one):

☐ **Health related (Medical statement required)**
☐ **Imminent move (Move will be completed in 18 weeks and must show proof)**
☐ **Out of County**
☐ **Best interest of student**
☐ **Childcare transfer**
Name of Agency or Person providing childcare _____

Please give a detailed explanation for this transfer request.
(Include any discipline/attendance issues from previous school.)

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